



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT



MEMORANDUM

TO : Lorena Eldridge, Accounting Manager
OOO/ Accounts Payable Department

THRU : *Perry Yazzie*
Perry Yazzie, Manager
DHR/ Office of Background Investigations

FROM : *Marlene Jones*
Marlene Jones, Background Check Technician
DHR/ Office of Background Investigations

DATE : August 24, 2015

SUBJECT : Confirmation for P-Card Use and Travel Reimbursement for Employee
Attending National Conference, September 13-18, 2015

Thank you for taking the time on August 11, 2015 to discuss the OOC Memorandum dated May 15, 2015, subjected "Fiscal Year 2015 Year-End Closing Timeline" and the cut off dates scheduled around the time of the "2015 National Native American Background Investigations and Technology Conference" to be held during September 15-17, 2015 at Crowne Plaza Hotel in Albuquerque, New Mexico. We are hosting this conference and have been diligently planning for a successful event but we had concerns pertaining to the travel cut off dates.

During our conversation, we were informed that as conference staff and participants, we will be able to claim travel reimbursements and P-Card holders will be able to use their purchase credit card for travel expenditures e.g., lodging, meals and POV as approved, as long as the travel is completed before September 30, 2015. Your office's confirmation or approval is important as it will have a great impact on individuals that wish to register and attend this conference.

If I have neglected to mention any other portion of our conversation, please let me know. If you should require additional information, please contact our office immediately.

ACKNOWLEDGEMENT:

Lorenzo Curley
Lorenzo Curley, Division Director
Division of Human Resources

APPROVE *Lorena Eldridge* DISAPPROVED:
Lorena Eldridge, Accounting Manager
OOO/Accounts Payable

xc: OBI Files