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**Reimbursement Intake Sheet Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General information**:

1. Reimbursements will be made to NMSU students and/or NMSU student organizations only
   * Student club/agency accounts may be reimbursed
   * Foundation indexes for the exclusive use of the Student Organization may be reimbursed
   * Student Organizations indexes may be reimbursed only if the index is utilized exclusively by such Student Organization
   * If a departmental index was used or if a P-Card was used to pay for the costs, **the reimbursement cannot be processed**

**CHECKLIST**

**Documents/Information Required for Reimbursement**

**General travel receipt requirements:**

* DO NOT LEAVE YOUR RECEIPTS WITH ANYONE! PLEASE RETAIN YOUR ORIGINAL RECEIPTS!
  + If any senator or council member request receipts, please provide copies
* Purchaser’s name must appear on the receipt(s) except for taxi, shuttle, inner-city transportation, parking, and fuel receipts
* Purchaser’s name must be listed on the senate bill or council appropriation
  + ONLY costs incurred by the traveler are reimbursable
  + We cannot reimburse costs incurred by a third party, such as a parent, spouse, friend, etc.
* Receipt must be itemized to show a detail of charges
* Receipt should have a zero balance with method of payment included, i.e., cash or last four digits of the card used except for taxi, shuttle, inner-city transportation, parking, and fuel receipts
* You must prove credit/debit card ownership if paid with a card by providing a copy of the card with all but the last four digits covered
  + If the receipt does not show a card number, a card/bank statement with the charges posted may be required
    - Your name must appear on the bank statement
    - Confidential information on the statement should be covered

**What is the purpose of the travel?**

* Provide a valid business purpose
* Provide a copy of an event posting or flyer which includes information regarding the event
* Proof of attendance is required, e.g., badge, certificate of attendance, program or agenda issued at the event with names, etc.
  + An invitation or acceptance letter does not suffice as proof of attendance

**When you are going on the trip?**

* Event dates
* Exact departure date and time
* Exact return date and time
* You may only travel one day prior and one day after the event dates
  + Some exceptions apply for overseas travel

**Where you are going?**

**How many people are going?**

**ASNMSU will not pay for Advisor travel costs.**

**Lodging**

* How many hotel rooms you will need
  + Plan on four per room
  + Men and women CANNOT room together
* Indicate if parking or other eligible fees will be charged to the room
* Upon check out, ensure an itemized, paid receipt is obtained
  + Confirmations or booking receipts are not valid receipts
* You must obtain a confirmation of your stay for Airbnb or similar bookings, as well as meet all of the receipt requirements
* Adhere to the general travel receipt requirements

**Transportation**

* If by plane:
  + Remember to ask for mileage to and from the airport
  + Only one round trip per vehicle will be paid for
  + If you are not being picked up and dropped off ask for parking money
  + Additional charges such as early bird charges and seat selection charges are not eligible for reimbursement
  + Always provide a flight itinerary, even if you are not seeking flight reimbursement
  + Confirmations or booking documents are not valid receipts
  + Must prove that a NMSU credit card (PCard) was not used
  + Adhere to all additional general travel receipt requirements
* If by rental vehicle:
  + Rental may not have any additional optional charges such as damage or liability waiver, supplementary coverage, etc.
    - Must adhere to all additional travel receipt requirements indicated at the beginning of this checklist
  + Also ask for gas money for the rental; fuel receipts must be retained
  + If you use a personal vehicle, your mileage traveled will be multiplied by an IRS rate of 58¢ as of Jan. 1, 2019
    - Attach miles traveled from a driving direction website
* Once you get there, will you need a bus, taxi or shuttle-if so ask for money to cover the costs
  + Obtain receipts
    - These receipts do not need to show travelers name
    - Method of payment is required
    - Must be itemized with services rendered as much as possible

**Registration**

* Confirmations are not valid receipts
* Registration receipt must detail what the registration payment covers, i.e. events to attend, training, classes, food, lodging, etc.
* Must prove that a NMSU credit card (PCard) was not used
* Adhere to all additional general travel receipt requirements

**Foreign Travel**

* For Foreign travel outside of the United States
* Bring exchange rates by day for each receipt using a valid exchange website for receipts not in U.S. Dollars
* You may provide bank or card statements with the actual US dollars charged to your account
* Provide copies of your international travel forms required by NMSU

**Supplies needed during travel**

* Must be purchased during the travel
* Please show that it is something related to the valid business purpose
* Receipt must itemize the following
  + What kind
  + How many
  + How much each
  + Total
  + Payment method
* Sales tax is not eligible for reimbursement when purchasing items
* Supplies must be less than $1,000 per item or less than $3,000 in total

**Student information for individual reimbursement:**

(Complete this portion if requesting individual reimbursements)

Name must be listed on the senate bill or appropriation

1. Senate bill number or name of organization appropriation

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1. Name as it appears on the NMSU database \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Aggie ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Mailing address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Did you work for NMSU during the time of travel? (yes or no) \_\_\_\_\_\_
6. Departure date and exact time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return date and exact time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Have you or will you be reimbursed for any portion of this trip by a department other than ASNMSU or your respective college council? (yes or no) \_\_\_\_\_\_
   1. If yes, and you have already submitted the paperwork, please provide the following:
      1. Amount already submitted
      2. What items were submitted
      3. Indexes used
      4. Contact of preparer
   2. If yes, and no paperwork has yet been submitted, it is recommended to provide the department contact information to the Comptroller to be able to complete combined reimbursement paperwork

**Student Organization (SO) information for group reimbursement:**

(Complete this portion if requesting a reimbursement to the Student Organization. The Student Organization must have an Aggie ID and a Tax Identification number!)

Student Organization must be listed on the senate bill or appropriation

1. Senate bill number or name of organization appropriation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. SO must be chartered with Campus Activities
3. SO name as it appears on chartering documents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Aggie ID (Vendor ID) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. If you don’t know the Student Organization Aggie ID, we can look it up
   2. If you don’t have an Aggie ID, a New Vendor Entity Request must be submitted by ASNMSU and the SO will be contacted by NMSU to provide additional information
5. Mailing address (The check will be mailed to this address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Departure date and exact time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return date and exact time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_