**GSC Committee Meeting Form**

**Instructions:** Please complete this form and send it to the GSC president and web master/VP of communication no later than 48 hours after you attend any committee meetings or other meetings on campus where you represent GSC. This form will be made public on the GSC website for graduate students to review.

**Name (GSC members who attended this meeting, bold name of individual filling out report): Tara, Sam, Arryn, Ehtesham, Swag, Matt Bose, Debbie Peel**

**Name of meeting/committee: Meeting about ASNMSU/GSC reimbursements**

**Meeting date: 04.04.2017**

**Start time: 12:00pm**

**End time: 12:50pm**

**Brief summary of committee purpose:**

Issues to discuss with reimbursement process:

-Lack of meeting time with Debbie/not answering emails

-Subjective reimbursement process

-Organizational issues

-Receipts being lost

\*senate bill 116

**Meeting Summary/Main points of interest (include a bullet point list of any announcements for upcoming events, topics discussed, changes made, and relevant points here):**

**People of interest in the reimbursement process:**

-Education services Laurie Fergason (Debbie’s supervisor)

-Chief (Izzy) and Debbie supervises comptrollers who file the reimbursements

**Potential explanations for bills taking longer to be reimbursed:**

-40% of Debbie’s job different than the person in the position before her

 -budgets (prepare, monitor, submit)

 -Prepare info for student fee review board

 -closing duties for ASNMSU

 -space survey

 -student media and fiscal assistant for student media

-reimbursement forms changed summer 2016

-Section 384 ‘comptrollers (asnmsu student employees) not helping with reimbursements’ Debbie now advises comptrollers to help her with reimbursements

-nmsu business office sets reimbursement rules

-Debbie’s reimbursement turnaround time is to Laurie (supervisor) in 5 business days, stall process generally happens with the fiscal monitor (Maria Gover) however this step (fiscal monitor) should be cut out of this process within the end of the year

-An issue is when senate bill is ‘passed’ it needs to be signed yet and this process takes up to 2 weeks, and then the reimbursement process can begin (When there is just a gsc bill and no asnmsu bill the gsc treasurer (Swag) can just turn in bills to Debbie or office and the reimbursement process can immediately begin)

**Things we will do to improve this process:**

-**Reimbursement Intake Sheet** (Debbie is going to send new version to us so Sam can put it on our website) EACH person needs to fill out the reimbursement intake sheet with their GSC and/or asnmsu bill

-GSC and senators of ASNMSU should make the reimbursement intake sheet mandatory, also let constituents know to wait two weeks after senate meeting for signing time

-Reimbursement intake sheet to be put on the ASNMSU reimbursement page online

-Include some things from reimbursement intake sheet (that you need your badge/proof of attendance) in ASNMSU reimbursement bylaws/laws

-Constituents should start receiving an email (From Debbie or comptrollers) when the bill is sent to Lori (Debbie’s supervisor)

-GSC should have bill appropriation system for categorization/organization (alphabetic, A, B, C, etc.)

-Tara, Matt Bose, and Trever will press ITC to see status of streamlined online reimbursement form process