


**TO:** All programs, colleges, and departments  
New Mexico State University – Main Campus

**FROM:** Dustin Chavez, President  
Associated Students of NMSU 

**CC:** Debbie Peel, Fiscal Advisor  
Associated Students of NMSU

**DATE:** 02/29/2016

**RE:** Clarification of ASNMSU Student Organization Reimbursements

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On behalf of the Associated Students of New Mexico State University I would like to thank those of you who have contacted us up to this point. This has helped ASNMSU determine that we need to clarify some of the operating procedures. As many of you know the financial procedures of the university are rapidly changing and below is some helpful information for your consideration.

According to the ASNMSU Law Book, only student organizations chartered with NMSU Campus Activities are eligible for reimbursement when a senate bill or a council appropriation is passed. The following methods may be used to reimburse student organizations:

- 1) A check payable to the student organization listed on the senate bill or council appropriation, which requires an Aggie # (Vendor #)
  - a) All receipts must be in the name of the students listed on the senate bill or council appropriation
  - b) All travel must be paid by the students listed on the senate bill or council appropriation
- 2) Checks payable or direct deposits to the students listed on the senate bill or council appropriation
  - a) All receipts must be in the name of the students listed on the senate bill or council appropriation
  - b) All travel must be paid by the students listed on the senate bill or council appropriation
- 3) A student organization foundation account which is used exclusively for the student organization, may be reimbursed if that foundation index was debited when paying for the travel
- 4) A student organization Agency account may be credited
  - a) All receipts must be in the name of the students listed on the senate bill or council appropriation
  - b) All travel must be paid by the students listed on the senate bill or council appropriation, or must have been paid from the Agency account for such students
- 5) If an advisor pays for travel using personal funds, the student or the student organization may be reimbursed with the approval of the advisor
- 6) Please keep in mind that the following items are not able to be reimbursed by ASNMSU.
  - a) Amounts paid by departments, grants, or awards for student organization travel
  - b) Amounts reimbursed by departments, grants, or awards to advisors for student organization travel
  - c) Any organization or program not listed on the senate bill or council appropriation
  - d) Any organization or program not chartered with NMSU Campus Activities

Prior to the department or advisor submitting a reimbursement or payment to the student, please contact the ASNMSU Fiscal Advisor, Debbie Peel, at 646-4415 or by email at [dpeel@nmsu.edu](mailto:dpeel@nmsu.edu) when reimbursing students who are eligible for receiving funds through ASNMSU via senate appropriation or council appropriation. Doing so will ensure the mitigation of any problem or delay for the reimbursement process.

Please do not hesitate contact me if you have any questions. Go Aggies!