



**The Associated Students of New Mexico State University**  
MSC 7110, P.O. Box 30001 | Las Cruces, NM 88003  
T. 575.646.4415 | F. 575.646.5596  
asnmsu.nmsu.edu

## Financial Disclaimer

### Required Documentation

- After a Senate Bill is signed into law, constituents have **10 business days** to submit Comptroller's Reimbursement Form
  - Receipts must be submitted to the Comptrollers Reimbursement form within deadline to be eligible for reimbursement, but documentation may be requested throughout the senate process for review by senators.
  - If travel has not occurred by the time the Senate bill is passed, students must submit the Comptroller's reimbursement form within 10 business days after the completion of travel.
- **If constituents fail to submit the required documentation before the 10-business day deadline, their bill will be subject to forfeiture.**
- **Any individual seeking reimbursement:**
  - Have the proper people sign this disclaimer (President and Treasurer of the student organization OR all members listed on the Senate Bill if amount is three or less attendees)
  - Complete an intake sheet and submit their receipts on a Microsoft Form

### Funding Categories:

#### Travel Funding

- Maximum amount of \$10,000 per student organization per year
- Limit of 10 attendees
- Transportation:
  - Mileage
  - Airfare
  - Rental Vehicle
  - Fuel
- Lodging:
  - Hotel Accommodations
  - Airbnb
- Registration/Conference:
  - Registration fees

### Competition Funding

- Maximum of \$10,000 per student organization per year
- No attendee limit
- Transportation:
  - Mileage
  - Airfare
  - Rental vehicle
  - Fuel
- Lodging:
  - Hotel
  - Airbnb
- Registration/Conference
  - Registration fees

### Publication Funding

- Maximum of \$2,500
- Proof of publication
- Primary author of publication

### Travel Expense Receipt Overview

- Airfare/Transportation:
  - Constituents need to provide an itinerary of their flight(s). This includes:
    - Name, flight itinerary, amount paid, and last four digits of the card used for purchase
    - Payment using flight credit will require the original flight itinerary
- Lodging:
  - Constituents must provide an itinerary of their lodging expenses where:
    - Name, lodging itinerary, amount paid, and last four digits of the card used for purchase are visible
- Registration fees:
  - Constituents must provide the following of their registration fees:
    - Name, amount paid, and last four digits of the card used for purchase

### All reimbursements require:

- Proof of attendance, which should include:

- Picture of registration tag
- Picture of conference's/competition's flyer
- Picture of constituents at the conference/competition
- Proof of payment:
  - Receipts must show proof of purchase, if a receipt does not list the proof of payment, a bank statement showing the account holder's name, details of the purchase transaction, date and time of purchase, and total amount will be required.

#### Ineligible Reimbursement Costs

- **Any costs not listed on the Senate Bill is ineligible**
- Travel costs that fall outside of one day prior to the event or one day after the event are ineligible for reimbursement.
- Below is a non-exhaustive list of ineligible costs, unless they are pre-approved by the Lead Comptroller:
  - If constituents pay with a gift card, they are not eligible for reimbursement. They must pay with a debit/credit card under their name
  - Airfare baggage fees
  - Travel or rental vehicle insurance
  - Uber/Lyft fees:
    - To and from airport
    - Intracity transportation

#### Reimbursement Processing

- After the Comptrollers Department acquires all the documentation from the constituent, they will need to do the following:
  - Compile the necessary receipts and forms
  - Constituents will then need to sign paperwork verifying information and reimbursement amount
  - Paperwork will be reviewed by the Accounting Team
  - Paperwork will then finally be submitted for processing and payment to Aggie Service Center
- Travel reimbursement should be submitted within ten days of returning from travel. Travel reimbursements issued greater than 90 days after a traveler returns become taxable to the travelers and will be forwarded to Payroll services for tax withholdings.



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Violation of this contract will result in reimbursement funds being subject to forfeiture.

Your signature below indicates that you will adhere to the ASNMSU Financial Procedures when requesting reimbursement and you agree to the terms and conditions that derive from them.

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President's Signature

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Date

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Treasurer's Signature

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Date

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Attendee #1 Signature (if applicable)

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Date

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Attendee #2 Signature (if applicable)

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Date

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Attendee #3 Signature (if applicable)

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Date