



The Associated Students of New Mexico State University
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ASNMSU SENATE REIMBURSEMENT BILL REQUEST FORM

Please fill out with as much detail as possible

Basics

Organization Name	Must match on Crimson Connection
Type of Bill	Choose one: Conference travel, Competition travel, community service travel, humanitarian service travel, Research publication
Names of Students	Ensure proper spelling

Event Details

Name of event	
Location of event	
Dates of event	
Link to event website	
Number of registration fees	
Cost per registration fee	

Airfare Details

Number of airline tickets	
Airport names	
Dates of airline travel	
Cost per ticket	

Rideshare Details

Number of rideshares	
Locations	Where did you take ride share to/from? Be aware that intra-city travel will have to be submitted by your senator to the comptroller's department where it may be denied.
Cost per ride share	

Mileage of a personal vehicle

Number of vehicles	
Departing from	Ex: NMSU, Las Cruces
Arriving at	Ex: El paso airport

Rental Vehicle

Number of vehicles	
Cost per vehicle	
Locations	Where was the rental vehicle used to drive to and from? Be aware that intra-city travel will have to be submitted by your senator to the comptroller's department where it may be denied.
Cost of fuel for rental vehicle	
Number of times rental vehicle filled	
Vehicle Insurance	Be aware that senator will have to submit for comptroller approval which may be denied

Train/ Bus travel

Number of tickets	
Locations of travel	Where was bus/train taken to/from? Be aware that intra-city travel will have to be submitted by your senator to the comptroller's department where it may be denied.
Dates of travel	
Cost per ticket	

Hotel

Number of rooms	
Number of nights	
Cost per room per night	

Airbnb

Number of nights	
Cost per night	

Lesser Council Funds

Have you requested funds from your college council	Yes/No Required yes for graduate student organizations. Graduate Student Council President: Anisa Sanchez gscpresident@nmsu.edu anoesnc@nmsu.edu
Amount rewarded	

Research Publication

Name of journal	Must be peer reviewed
Title of publication	
Are you the first author?	Yes/No
Fee cost	

Any other costs:

Please write a narrative detailing how this event/publication will further your education/career.

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KEEP ALL RECIEPTS, CREDIT CARD, AND BANK STATEMENTS FOR EACH ITEM CALIMED OR IT MAY BE VOID!