



# 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

## Office of the Attorney General

### Official Opinion

**TO:** Karla, *ASNMSU Comptroller*

**FROM:** Devon Harrison, *ASNMSU Attorney General*

**DATE:** January 30<sup>th</sup>, 2025

**TITLE:** Clarification on section 7-4-3 subsection H-2-A of the ASNMSU Financial Procedure Manual.

---

**Subject:** Clarification on Reimbursement for Intra-City Transportation Expenses.

#### Applicable Bylaw:

#### ASNMSU Bylaws:

#### 7-4-3. MAIN PROVISIONS

.

.

H. The ASNMSU Senate shall make appropriations for conference attendance travel, conference presentation travel, research travel, community service travel, and humanitarian service travel according to the following procedures:

.

.

2. The following expenses are not reimbursable unless pre-approved in writing by the ASNMSU Office of the ASNMSU Comptroller:



## 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

- a. **Intracity transportation**; and
- b. Transportation to and from the El Paso airport; and
- c. Food; and
- d. Insurance; and
- e. Baggage fees.

---

### Opinion Rendered:

The ASNMSU Attorney General's Office (AG) has reviewed Section 7-4-3 Subsection H-2-A regarding intra-city transportation and offers the following interpretation:

The term "intra-city transportation" refers to travel within the boundaries of a single city, whether for transporting people or goods. This includes services such as Uber, Lyft, or other transportation providers, as well as public transit systems operated within the city.

ASNMSU fee-paying students (Associated Students) may be eligible for reimbursement for intra-city transportation incurred during conference or service-related travel, but this is contingent upon prior approval from the ASNMSU Office of the Comptroller.

The Comptroller has full discretion over approving these typically non-reimbursable expenses. Approval may be granted for specific transportation costs, such as travel from the student's hotel to the conference venue. However, personal travel, including transportation to entertainment activities or trips to surrounding cities, will not be reimbursed under this provision.

Please note that the Comptroller reserves the right to impose restrictions or conditions on what constitutes reimbursable intra-city transportation, and approval must be obtained in writing prior to incurring these expenses.

For further clarification or additional inquiries, please contact my office directly.

Best regards,

**Devon L. Harrison - he / him / his**  
*ASNMSU Attorney General*



**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

Email: [asnmsuag@nmsu.edu](mailto:asnmsuag@nmsu.edu)

&

**Ruben Morales - he / him / his**

*ASNMSU Deputy Intern Attorney General*

Email: [asnmsu\\_dag@nmsu.edu](mailto:asnmsu_dag@nmsu.edu)

