TRIO New Mexico

**REIMBURSEMENT FORM**

**PLEASE NOTE: for documentation purposes and accountability, this form must be accompanied with the appropriate receipts. Failure to submit receipts, invoices and the correctly completed form in a timely fashion could result in revocation of privileges.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reimbursement To**: |  | Bernadine Booky, President |  | Month: |
| (check appropriate) |  | Vacant, President-Elect |  |  |
|  |  | Greg Dobbins, Secretary |  |  |
|  |  | Maria Anchondo, Treasurer |  |  |
|  |  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |



**Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice Receipt Date** | **Trip/Event** | **Description of Expense**  *(Budget Line Item and Purpose)* | **Missing Receipt** *(Check if NOT attached)* | **Amount** |
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| **TOTAL CHARGES**  (Should be EQUAL to your charges on ATM/Debit Card receipts) | | | |  |

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Officer’s Signature Date Treasurer’s Signature Date

**You may email the form to Maria Anchondo at maria76617@unm.edu; however, mail original with receipts to:**  
  
Maria Anchondo, TRIO New Mexico Treasurer  
TRIO Educational Opportunity Center (EOC)

University of New Mexico  
1 University of New Mexico, MSC06 3715 Albuquerque, NM 87131  
Contact: [maria76617@unm.edu](mailto:maria76617@unm.edu) or by phone to 505-277-4382

### TREASURER ONLY: \_\_\_\_\_\_Hand-Delivered \_\_\_\_\_\_Mailed \_\_\_\_\_\_ Posted to Account

### Voucher/Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_