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) |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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 or by phone to 505-277-4382

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

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