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 Payable to:** |   | Tamara Martinez, President | **Month**: |  |
| (check appropriate) |  | KellyAnn Weber, President-Elect |  |  |
|  |  | Jesus Villarreal, Immediate Past President |  |  |
|  |  | Yolanda Benally, 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 Yolanda Benally at benallyy@sanjuancollege.edu; however, mail original with receipts to:**

Yolanda Benally, TRIO New Mexico Treasurer
TRIO Student Support Services

San Juan College
4601 College Blvd.
Farmington, NM 87401
Contact: benallyy@sanjuancollege.edu or by phone to 505-566-3171

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

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