

Reimbursement Requests

Good(s) Reimbursement Requests

All good(s) reimbursement requests should be placed in an envelope in my mailbox within 7 business days from the date of the receipt. This will avoid loss of receipt and/or any delays in processing within the 10 business days for expenditure requests per UNM policy.

If you are requesting reimbursement for **food** not related to travel you must obtain pre-approval from A&S by completing the Food Purchase Approval Form found at <http://artsci.unm.edu/administration/forms-and-information.html> Please leave the “Department Info” section blank and forward to JoNella at j3vasque@unm.edu so she can obtain the Chair’s approval and forward the request to A&S. You may purchase food once you have been notified of A&S’s approval. ***Per UNM policy “The expenditure of funds for food and refreshments should be cost-effective and reasonable. Generally, meal costs should be comparable to state per diem meal rates and light refreshments should cost no more than five dollars (\$5.00) per attendee.”

Please include the following with all good(s) reimbursement requests:

- A **COMPLETED** Anthropology Reimbursement Request Form (Reimbursements will be returned if submitted without this form)
 - Provide a UNM Business purpose (How does this benefit UNM or relate to or associate with the University’s Mission: of teaching, research, patient care, and community service?)
 - Provide a source of funding for the reimbursement
- All original, itemized receipts taped to one side of a 8 x 12 piece of paper with your name at the top of each sheet. Be sure not to overlap receipts so that all info is displayed.
- A spreadsheet if submitting more than 10 receipts. Include the following columns on the spreadsheet: date of purchase (printed on the receipt), vendor name, UNM business purpose, amount in USD and/or foreign currency amount (if applicable). Please include all receipts provided to you by foreign banks for the withdraw of money so the currency conversion rate may be calculated and applied to foreign expenses (if applicable).
- A lost or missing memo following the procedure on the Unrestricted Accounting website: <http://ua.unm.edu/travel/lost-or-missing-receipt.html>
- A list of attendees and their Title or affiliation with UNM (required for all food purchases) and whether or not alcohol was purchased (only if you do not have an itemized receipt)
- Approved A&S Food Purchase Approval Form (for non-travel related food purchases)

Travel Reimbursement Requests

All travel reimbursement requests should be placed in an envelope in my mailbox within 16 business days from the date of return. This will avoid loss of receipt and/or any delays in processing within the 20 business days for expenditure requests per UNM policy.

Please include the following with all travel reimbursement requests:

- A **COMPLETED** Anthropology Travel Reimbursement Request Form (Reimbursements will be returned if submitted without this form)
 - Provide a UNM Business purpose (How does this benefit UNM or relate to or associate with the University's Mission: of teaching, research, patient care, and community service?)
 - Provide a source of funding for the reimbursement
- All original, itemized receipts taped to one side of a 8 x 12 piece of paper with your name at the top of each sheet. Be sure not to overlap receipts so that all info is displayed.
- A spreadsheet if submitting more than 10 receipts. Include the following columns on the spreadsheet: date of purchase (printed on the receipt), vendor name, UNM business purpose, amount in USD and/or foreign currency amount (if applicable). Please include all receipts provided to you by foreign banks for the withdraw of money so the currency conversion rate may be calculated and applied to foreign expenses (if applicable).
- If you are seeking reimbursement for mileage a mileage odometer report must be submitted with the Anthropology Travel Reimbursement Request form.
- A lost or missing memo following the procedure on the Unrestricted Accounting website: <http://ua.unm.edu/travel/lost-or-missing-receipt.html>

If you paid for another individual's expense and are seeking reimbursement please include the following:

- A statement from that individual noting that you indeed paid for their expense (please have them indicate the expense(s) and the amount of the expense(s))

Travel Advances

****Please submit requests for Travel Advances (TA) to JoNella no later than 10 business days before travel departure date. Provide the following:**

- A detailed explanation as to why the Travel Advance is needed
- If a p-card cannot be used explain why
- Provide any backup documentation such as quotes for car rentals, hotels, etc.

All requests will be forwarded to Doug Nelson, Associate Controller of Unrestricted Accounting for approval. If approved, TA will be submitted at least 5 business days before travel departure date.

Travel Advance Information as stated on the Unrestricted Accounting website: <http://ua.unm.edu/travel/travel-advances.html>

If you are requesting a travel advance employee travel expenses (airfare, lodging, vehicle rental and ground transportation) may be purchased via P-card

In conjunction with this expansion of P-card usage, the issuance of Travel Advances will be limited.

Listed below are EXAMPLES of situations in which the issuance of a travel advance MAY be approved, as well as examples of when travel advances generally will not be approved. Inclusion in this list does not guarantee that a travel advance will be approved in every instance; this is merely intended as a guideline. Contact the appropriate Financial Services accounting office if there is a question about whether a travel advance will be approved.

Requests for Travel Advances MAY be approved in these instances:

- Meal expenses for travel by students (individual or group)
- Departments that do not have and cannot obtain a p-card
- Travel to remote areas where p-card usage is not practical

Travel Advances will generally NOT be approved for:

- Travel expenses prepaid out of personal funds (use p-card instead)
- Lodging (use p-card, or personal funds with subsequent reimbursement)
- Rental car (use p-card, or personal funds with subsequent reimbursement)
- Airline tickets (use p-card, or personal funds with subsequent reimbursement)
- Conference fees (use p-card, or personal funds with subsequent reimbursement)
- Other miscellaneous estimated expenses (use personal funds with subsequent reimbursement)

Upon returning from a trip, travelers should submit ONE (1) Travel DPEZ to report ALL expenses of the trip (those paid via p-card, as well as any paid from personal funds) as soon as possible, but no later than twenty (20) business days after completion of the travel, as stated in policy. If this procedure is followed, travelers will receive timely reimbursement for any personal funds expended, which should allow for timely payment of credit card bills, etc. Care should be taken to ensure that all appropriate backup is attached, correct per diem rates are used, etc., in order to prevent delays in processing.