

Anthropology Reimbursement Request: Event/Food

Step 1: Initiate

Requestor Name: _____ Banner ID: _____ Date: _____

Vendor	Description	Total

Grand Total \$ _____

Please tape all original receipts to one side of a 8 x 12 piece of paper and write your name at the top of each sheet. Please staple all sheets to a completed travel or expenditure request form. Requests submitted in my mailbox should be placed in an envelope. This will avoid loss of receipts or any delays in processing within the **50 calendar days for expenditure requests** per UNM policy. If you do not have original receipts please provide a memo following the procedure for lost or missing Receipt(s): <http://www.unm.edu/~gacctng/lostr.html>

***Please answer the five W's:

1. **Who**-names of individuals attending (must be accomanied with a list of participants and their affiliation or sign in sheet. If event was attended by more than 20 people or open to the public, a description of the function and guest list is sufficient (i.e. UNM faculty, students and the general public).

2. **What**-what is being paid (can be described in table above):

3. **When**-dates (attaching a flyer of event will suffice): _____

4. **Where**-location of event (attaching a flyer of event will suffice): _____

5. **Why**-purpose of event and how it benefits UNM: _____

Provide funding source (ie. Index number, project title,etc.)

Step 2: Submit form to either Jennifer or JoNella for the respective approval(s)

FOR INTERNAL ACCOUNTING ONLY:

The Purchase has been:

☐ Disapproved: ___No Funds Available ___Not a budgeted item

☐ Approved in the amount of: \$ _____ (Index# _____ Account Code: _____)

\$ _____ (Index# _____ Account Code: _____)

Accounting Office Approval: _____ Date: _____

Grant/Contract Responsible Person: _____ Date: _____

Purchase type block:

☐ Direct Pay: DPEZ# DZ _____ DPI# I _____