

1. Received: _____

2. Reviewed: _____

REIMBURSEMENT

MUST Read Instructions on Back

3. Approved: _____

4. Assigned: _____

Section 1:

Name	Index #
UNM Email	Date Submitted

Section 2:

Business Purpose: Please answer **ALL 5Ws**

Section 3:

Date Purchased	Expense Description	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	Total:	_____

Section 4:

PI Supervisor's Printed Name	PI Supervisor's Signature
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Form Instructions

Section 1:

1. Enter your name, UNM email address, and today's date.
2. Enter the project index number. If you do not know this number, ask your supervisor.
3. If requesting reimbursement for travel expenses, enter your destination, departure, and return dates and times.

Section 2:

1. Enter a business purpose describing the need for the expense and how it benefited UNM. Please be sure to answer **ALL** 5Ws.

Business Purpose must include the 5W's:

Who:

When:

Where:

What:

Why: Detailed business purpose including name of project and why purchase is needed.

Section 3:

1. For each expense for which you are requesting reimbursement enter the date it was purchased, a brief description, and the dollar amount.
2. Please be sure that all receipts include a method of payment used to pay that includes the last 4 digits of the payment method, taxes may **not** be included on tangible goods.
3. You may use additional forms or pages as needed to list all of your expenses.
4. Sum your expenses and provide a total. The actual amount reimbursed may vary according to ChromeRiver calculations and policy limitations.

Section 4:

1. Reimbursements require supervisor approval. **Students and research assistants must obtain signature approval prior to submitting the request to the department.** If a signature cannot be obtained, an acceptable substitute is to attach an email indicating your supervisor's approval and referencing the index number, business purpose, and estimated dollar amount.

Additional Information:

1. Supporting documentation must be provided to verify all expenses. Providing an itemized receipt is required, as well as any travel itineraries, mileage logs, conference programs, meeting agendas, or other documents which support your claim for reimbursement.
2. Food purchased for others at a business meeting must include a list of attendees, their professional affiliation, and a meeting agenda.
3. The use of public transportation is highly encouraged when available. Reimbursement of rental vehicle expense requires a brief explanation of why public transportation was not utilized.
4. Staple your documentation directly to this form. Do not tape or staple receipts to another piece of paper.
5. You will receive an email notification to review and approve your request, or if additional information is required.
6. Additional forms, mileage logs, and answers to questions are available at the Civil Engineering administrative office.
7. See UNM Policy 4030 for complete travel reimbursement details.