

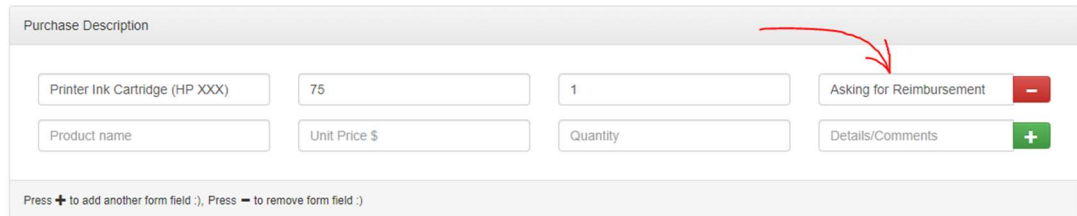
## Re: Basic Guidelines for Reimbursement During Work-from-Home

During the time we have to work from home, some purchases are inevitably necessary to help us stay productive. Since we are trying to keep the visits to the office minimum, GEO is making certain purchases to be reimbursable instead of having the items delivered to the office. To make it simpler for everyone, they can use any of the following methods to apply for reimbursements:

### 1. Purchase Request Form

- a. Use the purchase form as usual, however in the details/comments side of the itemized list, write "Asking for Reimbursement".

Other (IT, Office Supplies, Rentals, etc.)



Purchase Description

Printer Ink Cartridge (HP XXX)	75	1	Asking for Reimbursement -
Product name	Unit Price \$	Quantity	Details/Comments +

Press + to add another form field ;), Press - to remove form field :)

- b. We'll email you when your supervisor has approved the purchase. Please do not purchase the item(s) before you receive the email, because we might have to justify the reimbursement to UNM Main Accounting (*and it's not fun to be chased around by them, even digitally!*).
- c. Take a picture of the receipt and forward it to us! One of the best ways to scan your receipt is using your phone; there's an app called *Microsoft Lens*, which makes scanning your receipt into a PDF really easy. Let Keegan know if you have any questions about the app, Keegan can teach you how to use it! **Important: make sure that the receipt(s) are all itemized, and has a payment method stated!**

### 2. Email Trail

- a. Talk to your supervisor via email, explain explicitly why you need the purchase.
- b. Forward the email trail to both Angela ([adeavila@unm.edu](mailto:adeavila@unm.edu)) and Keegan ([ckeegansutanto@unm.edu](mailto:ckeegansutanto@unm.edu)).
- c. Take a picture of the receipt and forward it to Angela and Keegan.

Do note that oftentimes we cannot reimburse the taxes paid on these purchases. We'll check if we can do it, but if not, then we recommend that you use the attached document when purchasing items for work.

Let us know if you have any questions!