

ARE YOU REQUESTING A REIMBURSEMENT?

Yes

Completely fill out an IR form.

Is this a travel reimbursement?

Yes

Submit a signed travel reimbursement form and affidavit, if necessary.

No

Submit a signed reimbursement form.

Attach all itemized receipts.

Is your reimbursement less than \$100?

Yes

No

Do you want cash?

Yes

No

If you have your Lobo ID, we can pay you **now**.

Is your address correct in the UNM system?

Yes

No

Fix it!!

SGAO will process for payment. You should receive your funds within 14-21 days.