Club Account

- Unrestricted; President and Treasurer can open this account if you do not have one
- Courtesy Account for Student Organizations
- Deposit and Withdrawals
- Allows you to charge on campus—— Bookstore, Aramark/Catering, NMSU Vans, Round Up
- Must be used like Checking Accounts and not Charge Accounts (not to exceed total amount in account)
- Delinquent accounts will be frozen and reported to credit departments
- Do not revert
- Requires signature from Advisor only
- Accounts not used for one to two years will be deleted

TRAVEL

Any bill for travel should be written and presented to the Senate approximately 2 months prior to leaving. All Senators must have their bills in by Tuesday for that week of Senate: therefore organizations must turn in all necessary information for your bill prior to this.

These forms will be used upon your organizations return from the trip.

1. **Team Travel Advance Request** – This form can be used when you need to prepay for your registration or lodging. It must be turned in with a Team Travel Authorization form. This can only be done if your Senate Bill has passed.

2. **Reimbursement Voucher** – This form is used to reimburse a person who works for the university. This includes students who have a university student job.

3. **Direct Pay Request** - It is also used when the check for reimbursement is going to the organization or an individual who does not work for the university. For the reimbursement of multiple people from one Senate Bill the organization as a whole will be reimbursed.

To receive reimbursements you must have the following:

1) Either the organization or individual being reimbursed MUST be on the Banner system. If not, you will have to fill out a Vendor questionnaire form.

2) **Original receipts for all expenses.**

3) If you work for the University and receive Direct Deposit your reimbursement check will be directly deposited into your account. You will be notified by email.

4) Reimbursement Voucher or Direct Pay Request – filled out with Treasurer or President’s signature. The expenses should match the bill.

5) Turned in no later than 1 week after returning.

***SAVE ALL ORIGINAL RECEIPTS***