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INSTRUCTIONS FOR FILLING OUT REIMBURSEMENT INVOICE

1. There are two forms to use for reimbursements. The “MISSIONS ONLY” form is used for actual or DPS approved training missions. The form may be used in other situations, but only at the direction of the SAR office. The “TRAININGS AND APPROVED TRAVEL ONLY” is for DPS NMSAR trainings and DPS approved travel.
2. For both forms, fill in top portion with date, payee, address etc. DFA utilizes the Share Vendor numbers in place of Social Security numbers. If you have received a check recently, there should be a number on the check stub. **DO NOT ENTER YOUR SOCIAL SECURITY NUMBER ON THE FORMS.** If you are new to the system and **have not** been issued a Share Vendor ID, a **New Mexico Substitute W-9 form is required.** Leave the Share Vendor ID number blank. If you don't know your Vendor ID, contact the SAR Resource Officer.
3. Again for both forms fill in date, location, and brief description of mission or training. Please keep it simple. Examples: “11/15/09 search for missing hiker in the Pecos Wilderness”; 9/13/15, Section Chief School, LEA, Santa Fe, NM; 11/5/16, FC School, Las Cruces, NM; etc.
4. On the TRAININGS AND APPROVED TRAVEL ONLY fill in the Reimbursement for Mileage section. Enter the odometer mileage (both starting and ending) from your vehicle. DFA will compare this mileage to the mileage obtain from the Rand McNally web site, if available. Mileage will be computed from your home address to the address of the training location. The odometer readings will be used when you attend a mission or training that does not have an address associated with the location. DPS personnel are authorized \$0.41 per mile. Enter the miles driven and multiply by \$0.43 and enter the total in the block provided.
5. If per diem is authorized, fill in the Per Diem Reimbursement section. Note that it requires the date and time you left home and the date and time you returned to your home. If per diem is authorized, you are entitled to \$85.00 (\$135.00 in Santa Fe) per 24 hour period. Partial days may also be utilized based on the rates listed on the form. I.E. You attended NMSAR training in Socorro. You departed your home at 8:00 am on 1/3/2016 and return at 5:00 pm on 1/4/2016. You are authorized one (1) 24 hour period at \$85.00 and one (1) partial day of 9 hours



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at \$20.00. See second section of page 1 of **Search and Rescue Volunteer Reimbursement and Per-Diem Policy**.

6. On the MISSIONS ONLY form fill in the next section for fuel and oil reimbursement and include the original purchase receipt(s). Please note there is room for three mission numbers. Include the vehicle description. Attach the receipts to the form with clear tape on all edges. If more than one receipt, attach all receipts on a separate piece of bond paper and make a note on the form that an additional sheet is being used. **Do not include the receipt you received when you filled your vehicle before leaving home. DPS will only reimburse for gas and oil used on a mission.**
7. Mark the additional sheet with your name, date and Mission #. The additional sheet may be stapled to the original form.
8. For both forms sign the form. DFA has requested that all signatures be completed in [blue ink](#).
9. Once the invoice is received it will be checked against the ICS 211 sign in sheet for that mission, so be sure that you sign in at the beginning of the mission. If your name is not on the ICS 211 your request cannot be handled and it will be returned to you. Occasionally it takes 4 weeks or longer before the report is received. Most Field Coordinators are very good at getting the mission reports turned in on time.
10. The NM W-9 (Substitute Form) is required if you are new to the system and need a Vendor ID **OR** for a change of address that differs from what is on file. Please do not use the Federal W-9 form.

If you have not received payment in 60-90 days please call or email this office and let me know. I will follow up and see what has happened. The finance department is usually prompt in paying your invoices. The average reimbursement is taking 20 days from receipt to mailing of a check, however once in a while invoices fall through the cracks for whatever reason. Change of address or issue of a new Vendor ID appears to be taking longer. So please do not hesitate to call or email me if you do not get paid in 60-90 days.

Once again thank you for all you do for SAR!



Bob Rodgers
Search and Rescue
Resource Officer
New Mexico State Police