

**DEPARTMENT OF PUBLIC SAFETY
NEW MEXICO STATE POLICE**

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Cabinet Secretary



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Chief / Deputy Secretary—Operations

Roxanna M. Knight
Deputy Secretary—Administration

Timothy W. Manning
Deputy Secretary—Emergency Services

December 13, 2005

Dear SAR Responders,

Enclosed you will find all new instructions and forms for submitting requests for reimbursement of expenses.

This has come about because there has never been a written policy in effect. As of August, 2005, the Department of Finance Administration requested a written policy for handling volunteer fuel reimbursements. The enclosed forms are now the approved policy and procedure for requesting reimbursement. Any forms that you have that do not show the date of 12/13/2005 on the bottom left hand corner are obsolete and will be returned to you and will not be submitted to DFA. Please discard any forms in your possession and replace them with these.

If you have any questions, please contact me.

Once again thank you for all you do for SAR!

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Office of the Secretary 827-3370	Office of the Chief New Mexico State Police 827-9002	Office of Emergency Management 476-9600	Technical and Emergency Support 827-9133	
Special Investigations 841-8053	Training and Recruiting 827-9251	Information Technology 827-9115	Motor Transportation 827-0321	Support Services 827-9016

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