

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

**Bill Richardson**  
Governor

**John Denko Jr.**  
Cabinet Secretary



**Carlos R. Maldonado**  
Chief / Deputy Secretary—Operations

**Roxanna M. Knight**  
Deputy Secretary—Administration

**Timothy W. Manning**  
Deputy Secretary—Emergency Services

**INSTRUCTIONS FOR FILLING OUT  
REIMBURSEMENT INVOICE**

1. Fill in top portion with date, payee, address etc. Be sure to include your Social Security number and your signature.
2. Fill in date and brief description of mission. Please keep is simple for example 12/15/05, missing 57 year old hunter (Must be completed)
3. **DO NOT** fill in the Reimbursement for mileage unless the request is for per-diem and/or mileage for State sanctioned trainings, E.S.C.A.P.E, Section Chief School, Field Coordinator Rendezvous. See second section of page 1 of **Search and Rescue Volunteer Reimbursement and Per-Diem Policy**.
4. Fill in the next section for fuel and oil reimbursement and include the original purchase receipt. Please note there is room for three mission numbers. If possible, get the Incident Commander or your team leader to sign the form.
5. Be sure to include a W-9 with every Reimbursement Request. **DO NOT send the W-9 to the State of New Mexico, DFA Controller's Office**

Once I receive the invoice I will check it against the ICS211 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 ICS211 your request cannot be handled and it will be returned to you. Sometimes this could take up to 4 weeks or longer for me to receive the report.

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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

Most Field Coordinators are excellent at getting the mission reports turned in on time. Once in awhile it takes the FC longer to turn in the report. In that case, I have to wait until I get the report before I can approve the reimbursement. Then I will sign and approve it and send it on up the chain of command for the Commander of Special Operations to sign and approve. At this point I make a copy of all invoices and put in a file. Then it goes to the finance department for reimbursement. Once the forms leave my Office I do not know if it has been paid or not. 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. Most of the time the finance department is pretty good, but once in awhile invoices fall through the cracks for whatever reason. So please do not hesitate to call or email if you do not get payment in 60-90 days.

Once again thank you for all you do for SAR!

James Newberry  
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Resource Officer  
New Mexico State Police  
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