New Mexico Tech
Student Reimbursement Questionnaire

The Internal Revenue Service’s regulations regarding reimbursements for students require that this questionnaire be completed and attached to the reimbursement paperwork. This must be done PRIOR to ANY expenses being incurred by or for a student.

Please be aware that ANYTHING a student receives of monetary value may be taxable. If the student is a Foreign National, his/her tax status and the expense will be reviewed. If the expense is a taxable event, tax will be deducted prior to any reimbursement being made. Without this information, any reimbursements to or expenses paid on behalf of a Foreign National will be assumed taxable at 30% (as required by the IRS).

(If this is a NM Tech departmental purchase, please use NM Tech’s purchasing system to make payment to the vendor.)

Student’s name: _______________________________________  Banner ID#: _______________________

Please Mark one: US Citizen ________      Permanent resident _________     Foreign National __________

Give **detailed** answers for **EACH** of the questions below. (Please **print clearly**. Attach another page if additional space is needed)

1. What is the expense is for?

2. Does this purchase relate to the student’s field of study?  □ Yes  □ No

3. If “Yes,” please explain how the purchase relates to the student’s field of study.

4. Is the expense **strictly** for the benefit of New Mexico Tech?  □ Yes  □ No

5. If you did not use the NMT Purchasing System by **directly purchasing** with a DP or purchasing card, please explain why.

Student: I certify the above to be true and correct.

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Fund Administrator / Supervisor: I certify the above to be true and correct.

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