

Contractor Reimbursement Instructions
New Mexico Environment Department (NMED)
Surface Water Quality Bureau (SWQB)

The following instructions are meant to serve as guidance for how to submit a complete reimbursement request for NMED SWQB projects. Your NMED SWQB Project Officer will need all the items requested and adequate documentation to demonstrate how the contract services and deliverables were provided in order to accept the reimbursement request for payment.

Invoices should be submitted as funds are expended in accordance with the terms and conditions of the agreement.

Reimbursements are based on the costs incurred according to the budget table in your agreement or supporting documents provided in your funding request. Please refer to your agreement and work plan for any questions about reimbursable items included in your agreement. The language of the agreement prevails if there are any discrepancies between these instructions and the executed agreement.

What should be included in the reimbursement packet:

When the agreement is awarded, you will receive an Excel workbook (titled “Reimbursement Request Packet,” see below) that you will use to request reimbursements from NMED SWQB.

The following must be submitted with each reimbursement request:

1. **Signed Cover Sheet** - Signed PDF of the cover sheet including the correct invoice month and invoice number from the reimbursement request packet
2. **Task Sheet** *(if included in packet)*- PDF of the Task sheet with the correct invoice number from the reimbursement request packet
3. **Mileage Sheet** *(if requesting reimbursement)* - PDF of the mileage sheet from the reimbursement request packet
4. **Per Diem Sheet** *(if requesting reimbursement)* – PDF of the travel/per diem sheet from the reimbursement request packet
5. **Personnel Time Log** *(if requesting reimbursement)* – PDF of the personnel form from the reimbursement request packet.
6. **SWPA Activity Log** *(if requesting reimbursement)* – PDF of the SWPA activity log from the reimbursement request packet.
7. **Supporting Documentation** – All invoices and/or receipts for equipment, supplies, contractual, other expenses, or gross receipts tax. **Examples of acceptable supporting reimbursement documents can be found in Appendix A.*

Please submit the reimbursement request to your assigned NMED SWQB Project Officer. You will coordinate with your Project Officer for all reimbursement requests and all matters related to the project.

Your NMED SWQB Project Officer will review the reimbursement request package and upon their acceptance of the services completed and/or goods delivered, the Project Officer will either check the “Invoice Accepted” or “Invoice Rejected” box, sign the cover sheet, and send a copy back to you

for your records. If rejected, the Project Officer will request that a corrected invoice with "Amended" checked on the Cover Sheet be submitted.

Reimbursement Request Packet

All contractors are **required** to use the Reimbursement Request Packet Workbook. It is an Excel file, which includes all the necessary reimbursement forms, except for subcontractor invoices and purchase receipts that must also be included with each reimbursement request.

The Excel file consists of up to 7 sheets. Some packets have less based on the budget requirements in the agreement.

Expenditures and Match Sheets (orange)	All expenditures and any match are entered into these two sheets. These documents should be kept up to date to ensure accurate budget tracking. These forms are not submitted with the reimbursement request packet.
Cover Sheet and Tasks Sheets (Green)	<u>These forms must be submitted with all invoices.</u> These forms will auto populate from the information entered in the Expenditures and Match sheets. Using the drop-down menu option, the only information that will be entered on these forms (aside from your signature) are the "invoice month", "invoice period" and "invoice number" on the Cover sheet and "invoice number" on Task sheet. Save the documents as PDFs to submit with reimbursement packet.
Mileage, Per Diem, and Personnel Time Log or SWPA Activity Log (blue)	If requesting a reimbursement for any of these items, these forms must be completed. These forms do not link to the Expenditures and Match sheets and you will need to enter the reimbursement expenses for these items.

Expenditures and Match – Orange Sheets

Expenditures

The Expenditures sheet is where all reimbursement expenses should be entered. All blue cells are locked, and no data can or should be entered into these cells. All invoice 1 expenditures should be entered into the "Inv.1" column, under the correct task number. Once this information is entered, please check the Cover Sheet to ensure that the information you entered aligns with your request. Please make sure to put the funds under the correct tasks and invoice number, so the project officer knows what tasks were worked on over the invoice period.

Above the invoice number at the top of the sheet is a blank cell where you can include the date of your invoice for tracking purposes. **Please make sure you enter the information in the correct invoice column for the date you are submitting the reimbursement request.** You are encouraged to submit reimbursement requests regularly.

Match

The Match sheet is where all matching funds will be entered. All purple cells are locked, and no data can or should be entered into these cells. All invoice 1 match amounts should be entered into the Inv.1 column. Match will be tracked by overall budget versus by tasks/ deliverables. Once this information is entered, please check the Cover Sheet to ensure that the information you entered aligns with your reimbursement request. Please make sure that the match is entered on the same invoice number as the reimbursement request.

Cover Sheet and Tasks – Green Sheets

Cover Sheet

On the Cover sheet, use the drop-down menu option to enter the Invoice Month and Invoice Number, both are highlighted in green. Invoice period will need to be manually entered. Check that the current expenditures and current reported match on this page correspond with the invoices you plan to submit. The total “Current Expend.” amount, highlighted in yellow, should be the same amount as the total on the expenditure sheet.

Reimbursement Request				
Contractor Name: Contractor				
NMED Contract Number: 40-66700-23			Project ID: 2	
Project Name: Habitat Restoration				
Invoice Month: October 2025		Invoice Accepted ☐ Invoice Rejected ☐		
Invoice Period: Sept. 1- Oct. 15, 2025		Invoice: RSP_RP_1		
Amended ☐		Remit to: Contractor 1190 St. Francis Dr. Santa Fe, NM 87501		
Grant Expenditures				
Budget Category	Workplan Budget	Current Expenditures	Total Expenditure	Budget Remaining
Personnel	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -

Drop-downs. Select the invoice month/ year and correct invoice number

Will need to be filled in for each invoice. This is the timeframe of the invoice.

Once you have confirmed that the reimbursement is correct, save the sheet as a .pdf and sign the document using adobe certified signature if possible.

Tasks

Using the drop-down menu option, update the invoice number to correspond with the invoice number on the Expenditure sheet and Cover sheet. Update the status of each task (not started, in progress, or completed), highlighted in green in each task box. Once you confirm that the information is correct, save the sheet as a .pdf.

	Budget Category	Current Expenditures	Remaining Budget	Budget Category	Current Expenditures	Remaining Budget
Invoice No.	Task 1	Status	Not Started	Task 2	Status	Not Started
1	Personnel	\$ -	\$ 1,000.00	Personnel	\$ -	\$ 2,500.00
	Travel	\$ -	\$ -	Travel	\$ -	\$ -
	Equipment	\$ -	\$ -	Equipment	\$ -	\$ -
	Supplies	\$ -	\$ -	Supplies	\$ -	\$ -
	Contractual	\$ -	\$ -	Contractual	\$ -	\$ -
	Other	\$ -	\$ -	Other	\$ -	\$ -
	Gross Receipts Tax	\$ -	\$ 86.75	Gross Receipts Tax	\$ -	\$ 216.88
	Task 3	Status	Not Started	Task 4	Status	Not Started
	Personnel	\$ -	\$ 5,000.00	Personnel	\$ -	\$ 1,000.00
	Travel	\$ -	\$ -	Travel	\$ -	\$ -
	Equipment	\$ -	\$ -	Equipment	\$ -	\$ -
	Supplies	\$ -	\$ -	Supplies	\$ -	\$ -
	Contractual	\$ -	\$ -	Contractual	\$ -	\$ 3,000.00
	Other	\$ -	\$ -	Other	\$ -	\$ -
	Gross Receipts Tax	\$ -	\$ 433.75	Gross Receipts Tax	\$ -	\$ 86.75
	Task 5	Status	Not Started	Task 6	Status	Not Started
	Personnel	\$ -	\$ -	Personnel	\$ -	\$ -

Mileage, Per Diem, and Personnel Time Log – Blue Sheets

If mileage, per diem, or personnel time is claimed during the invoice period, these forms must be completed and submitted with the Cover Sheet and Tasks sheets. The information will need to be manually entered except the blue cells, which will auto populate. You must update the invoice number highlighted in **Green** before submitting. Any form used during the invoice period should be converted to a PDF and submitted with the reimbursement packet.

Statewide Price Agreement- SWPA Activity Log- **Blue Sheet**

If the project was funded through the statewide price agreement, a SWPA Activity Log will replace the personnel log.

Mileage Form

This form should be filled out and submitted with the reimbursement request packet if mileage is claimed during the invoice period. Include task no., personnel position title of the traveler, date of travel, starting location and end location, the total miles claimed, and mileage rate included in the agreement. The total amount will auto-populate. Make sure that the total corresponds to the amount on the expenditure sheet.

Mileage						Invoice #	1
40-66700-23							
Task No.	Personnel (Title)	Date	Start Location	Destination	Total Miles	Mileage Rate	Total Amount
1	Project Manager	10/23/2025	Santa Fe, NM	Taos, NM	70.6	\$0.47	\$ 33.18
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -

Per Diem

This form should be filled out and submitted with the reimbursement request packet if per diem is claimed during the invoice period. Include task no., personnel, departure date and return date, and the per diem rate included in the agreement.

The total number of days will auto populate once the dates are entered. Make sure that the total corresponds to the amount on the expenditure sheet.

Per Diem						Invoice # 1
40-66700-23						
Task No.	Personnel (Title)	Departure Date	Return Date	Number of Days	Per Diem Rate	Total Amount
1	Project Manager	10/20/2025	10/23/2025	3	\$157.00	\$ 471.00
				0		\$ -
				0		\$ -
				0		\$ -
				0		\$ -
				0		\$ -

Other Travel Expenses

If other travel expenses such as airfare, shuttles, or baggage are included in your budget, please include all receipts for these items in your reimbursement packet. If these items were included in your budget under travel, please make sure to list them in the Reimbursement Request sheet under travel. If these other travel expenses are listed under contractual in your budget, these expenses should be in the contractor's invoice to your organization.

Personnel Time Log

This form should be filled out and submitted with the reimbursement request packet if personnel time is being claimed during the invoice period. Include the title of the personnel (what is stated in the contract, i.e. Project Manager), task no., number of hours worked on the task, and hourly rate. The total amount will auto populate once the hours and rate are entered. Make sure that the total corresponds to the amount on the reimbursement request sheet.

Personnel Time Log				Invoice # 1
40-66700-23				
Personnel (Title)	Task #	Number of Hours	Hourly Rate	Total Amount
Project Manager	1	4	\$ 40.00	\$ 160.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Statewide Price Agreement- SWPA Activity Log

From the drop-down, select the price agreement item you are requesting reimbursement for in column A, enter tasks #, number of hours spent on activity, and the hourly rate included in your agreement. If the tasks was performed by the subcontractor, enter "yes" in the Subcontractor Yes/No column E.

Invoice # 1

[illegible]

1. Mechanical Cutting of Trees/Shrubs, Average Slope less than 35% (e.g., feller buncher), cost per acre

- [illegible]