



**NEW MEXICO JUDICIAL BRANCH
ACKNOWLEDGEMENT FORM**

**Administrative Office of the Courts
Vehicle & Mileage Reimbursement Policy**

Policy No.2024.AOC.208

I, _____, an employee of the Administrative Office of the Courts
(print name)

(AOC) hereby certifies that I have received and read the NMJB AOC Vehicle & Mileage Reimbursement Policy approved April 11, 2024. I understand it is my responsibility to abide by the Policy.

I accept responsibility for contacting the Administrative Office of the Court's Fiscal Services Division at aocfiscal-grp@nmcourts.gov with any questions or concerns regarding the Vehicle & Mileage Reimbursement Policy.

Employee Name (Please Print)

Division

Employee Signature

Date

Original: Employee Personnel File

Copy: Employee