

DEPARTMENT OF FINANCE AND ADMINISTRATION
 FINANCIAL CONTROL DIVISION
 AFFIDAVIT FOR LOST RECEIPTS
 Travel and Per Diem

I, _____ certify that actual receipts for expenses in the amount of
 (print name and business unit)
 \$ _____.__ incurred while in the conduct of business for the State of New Mexico, were lost.

Travel Dates (date & times of expenses incurred)	Lodging Expenses (name of vendor, actual dollar amounts incurred & description)	Meal Expenses (name of vendor, actual dollar amounts incurred & description)	Other Expenses (name of vendor, actual dollar amounts incurred & description)

 Employee Signature

 Date

 Agency Head Signature

 Date