

Minnesota State Colleges and Universities

Affidavit of Lost or Missing Receipt

State of Minnesota

County of _____

_____ being duly sworn, declares they are an employee of the State of Minnesota, Northland Community and Technical College, and that on _____, 20_____, they (select one of the following):

☐ purchased a ticket for transportation from _____ to _____ for which the sum of \$_____ was paid.

☐ paid a registration fee of \$_____ to _____.

☐ secured lodging at _____ in _____, for which the sum of \$_____ was paid.

and further, ☐ that a receipt *was not* obtained for the above expenditure.

☐ that a receipt *was* obtained, but that it was lost or destroyed.

I attest this expense was incurred as an employee of the State of Minnesota on official business. This affidavit is submitted in lieu of an official receipt.

Claimant Signature

Subscribed and sworn to before me on this _____ day of _____, _____.

Notary Public

_____ County, Minnesota

My Commission Expires _____

