

NORTHERN NEW MEXICO COLLEGE
AFFIDAVIT FOR LOST, DAMMAGED OR INCOMPLETE RECEIPTS
Travel and Per Diem

I, _____ certify that actual receipts for expenses in the amount of \$ _____ incurred while in the conduct of business for Northern New Mexico College, were lost.

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

Employee Signature

Date

Director / Chair Signature

Date

President / Designee Signature

Date