

LOST RECEIPT AFFIDAVIT

DEPARTMENT OF FINANCE AND ADMINISTRATION
RUIDOSO MUNICIPAL SCHOOLS
Travel and Per Diem

I, _____ certify that actual receipts for expenses in the amount of
(print name)

\$ _____. incurred while in the conduct of business for the State of New Mexico, were
lost.

Travel Dates	Lodging Expenses	Meal Expenses	Other Expenses

Employee Signature

Date

Administrator Signature

Date

REF: 2.42.2.12 REIMBURSEMENT FOR OTHER EXPENSES:

B. Receipts required: Public officers and employees may be reimbursed for the following expenses provided that receipts for all such expenses are attached to the reimbursement voucher:

(5) Under circumstances where the loss of receipts would deny reimbursement and create a hardship, an affidavit from the officer or employee attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the travel voucher and include the signature of the agency head or governing board.