

APPENDIX B

**DEPARTMENT OF FINANCE AND ADMINISTRATION
FINANCIAL CONTROL DIVISION**

**AFFIDAVIT FOR LOST RECEIPTS
Travel and Per Diem**

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

Agency Head Signature

Date