

NEW MEXICO HIGHLANDS UNIVERSITY
TRAVEL AFFIDAVIT

I certify that on my recent trip to _____
on _____, I incurred the following
necessary business expenses for which receipts were either lost or impossible to obtain.
(Examples: tips for baggage handlers, cab/shuttle drivers.)

Please provide a daily accounting for amount requested.

<u>DATE</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
TOTAL: \$		

_____ _____ _____
Print Name Traveler Signature Date

NOTE: This form is used to claim expenses for gratuities or lost receipts ONLY, no receipts are required. Please complete, sign, date, and include with travel Voucher.