



AFFIDAVIT FOR EMPLOYEE PURCHASING CARD

State of Minnesota

County of \_\_\_\_\_

\_\_\_\_\_, Being first duly sworn, says that **he/she** is an employee of the State of Minnesota, Minnesota State Colleges and Universities and that on \_\_\_\_\_, 20\_\_\_\_, **he/she**

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.

\_\_\_\_\_ for which \$ \_\_\_\_\_ was paid.

And further, that a receipt was not obtained for the above expenditure(s).

And further, that a receipt was obtained but that it was lost.

This expense was incurred as an employee of the State of Minnesota on official business.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, Minnesota

My commission expires \_\_\_\_\_