

# Fond du Lac Tribal and Community College

## AFFIDAVIT FOR EMPLOYEE REIMBURSEMENT

State of Minnesota

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

\_\_\_\_\_, being first duly sworn, says that he/she  
is an employee of the State of Minnesota/Fond du Lac Tribal and Community College 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/Fond du Lac Tribal & Community College on official business. This affidavit is submitted in lieu of an official receipt.

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

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

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

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

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