

AFFIDAVIT – COVID-19 Travel

I, _____, an MSU Moorhead Employee/Student, declare I received an airline travel credit/voucher because I was not able to complete my travel due to the COVID-19 pandemic emergency.

I have attached a copy of the voucher to this affidavit

Name on voucher: _____ Airline: _____

Credit/voucher number: _____ Credit/voucher amount: _____

Credit/voucher expiration date: _____

Cancelled travel information

Purpose: _____

Destination: _____

Dates of travel: _____

Original payment method: _____

Use of Travel Credit/Voucher- To be tracked by department (check one)

- I plan to use credit/voucher for future MSU Moorhead related travel.

Purpose: _____

Destination: _____

Approximate dates of travel, if known: _____

- At this time, I have not determined future MSU Moorhead related travel.

I agree to the following terms:

1. If I use this credit/voucher for future MSU Moorhead travel, I will:
 - a) Attach the credit/voucher to my Employee Expense Report and Travel Authorization (or)
 - b) If travel expense report will not be completed, notify Business Services.
2. If I use this credit/voucher for personal travel, I will notify Business Services prior to using it and will reimburse MSU Moorhead for the value of the credit/voucher.
3. If I fail to meet the terms above, I will be personally responsible for the value of the credit/voucher.

Signature of Affiant

Dragon (tech) ID

Phone

VP/Dean/Director Name

VP/Dean/Director Signature