

Application for Payment of Lost/Unavailable Receipts

Requirements Before Reimbursement of Lost/Unavailable Receipts

- Complete the Travel Expense Voucher to detail your dates of travel, location and purpose or reason for the trip or P-card Log.
- Highlight all requests for reimbursement of expenses where receipts are required but not available.
- Complete the remainder of the form and submit it with your P-Card Entry or Expense Report.

Total of all highlighted expenses \$ \$36.09 .

Brief reason receipts were not available: Receipt for sandbags was given to the wrong department to reconcile, and the receipt has been lost, Reconciler misplaced receipt.

I hereby certify under penalty of perjury under the laws of the State of Washington, that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Signed 

Claim Certified as Correct Arnaldo Pineda
(Department Head)

Board of Yakima County Commissioners

The above request for reimbursement of travel expenses which do not have the proper documentation to adhere to the Yakima County Business Expense Reimbursement Policy 19-A-34, which was amended under Resolution No. 5-1997, is allowed and authorized as an exception to the policy.

Chair, Board of Yakima County Commissioners

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