

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.
- Highlight all requests for reimbursement of expenses where receipts are required but not available.
- Complete the remainder of the form and send with your standard request for travel reimbursement.

Total of all highlighted expenses \$ 3.24

Brief reason receipts were not available: 5 Remarkable Tablets were purchased and came with 1 year free subscription. 1 of them charged the monthly fee. The 5 individuals that have the Remarkables did not receive the email that states that is was charged.

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 Paul Meyers for Carmen Hayter

Claim Certified as Correct Jana H. [Signature]
(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

Board of Yakima County Commissioners

Board of Yakima County Commissioners

Sarah Meyers

From: Sarah Meyers
Sent: Wednesday, September 27, 2023 10:55 AM
To: Carmen Hayter
Subject: P-Card Statement-Due No Later Than October 2nd(Monday)

Good morning,

CARMEN HAYTER [REDACTED]	CREDITS \$0.00	PURCHASES \$3.24	CASH ADV \$0.00	TOTAL ACTIVITY \$3.24
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-28	08-25	74609053237000014299758	REMARKABLE OSLO	3.24

PLEASE INCLUDE A COPY OF THE ABOVE STATEMENT WHEN YOU SUBMIT YOUR ITEMIZED RECEIPTS.

THANK YOU

Sarah Meyers
Accountant
Public Services
Sarah.Meyers@co.yakima.wa.us
(509) 574-2286