

# L&L Missing Receipt Claim Form

You may submit this form for an expense claim in lieu of a receipt if you are unable to locate or obtained an itemized receipt. This form must be filled out to completion and be signed before it can be accepted by L&L. L&L reserves the right to refuse reimbursement of expenses that lack proper documentation.

<b>Expense Date</b>	
<b>Your Name</b>	<b>E-Mail Address</b>
<b>Telephone Number</b>	<b>Year of Study</b>
<b>Address (Street address, city, postal code)</b>	

<b>Club / Association</b>	<b>How much is the expense?</b>
	<b>\$</b>
<b>Describe what the expense was for (please also include an itemization of expenses to the best of your recollection):</b>	

**Why do you not have an itemized receipt and/or credit card receipt?**

**List the steps you have taken to attempt to secure an itemized receipt and why it has not been successful:**

**Name and e-mail address of a witness who can corroborate this expense:**

**Additional Comments**

**Signature**

**Date**

*By signing above, I certify that everything written on this form is true and correct to the best of my knowledge. Additionally, I certify that this expense is legitimate and the amount requested is correct.*