



**TRAVEL AND BUSINESS EXPENSE**  
*Policy Exception Form*

**County Procurement Cards:** Departments are encouraged to utilize the Lake County procurement card to cover travel and business expenses for themselves and their staff. The date, description and purpose of the travel expense and submittal of itemized receipts are required for each travel expenditure as part of the monthly account reconciliation, including restaurants. Lack of receipts will be allowed on an exception basis only, and continued failure to provide receipts will result in card privileges being revoked.

**Reimbursement and Payment of Travel and Business Expenses:** For each travel and business expense submitted for reimbursement, the employee shall complete the *Expense Reimbursement Form* detailing the date, description and purpose of the travel expense. Submittal of **itemized** receipts are required for each travel expenditure, **including restaurants**, for the following expenses; Lodging, Meals (exceeding per diem amounts), Transportation, Registration.

## *Policy Exception Statement*

The original receipt is not available for this expense  
Amount: \$

An **itemized** receipt was not available at the time of purchase  
Amount: \$

**■ Description must include details of exception including number of participants/purchased item(s)**

*I, the undersigned, certify that the receipt for the expense described above for personal reimbursement or P-card reconciliation was lost, not obtained or not available at the time of purchase and that the expense was for participation in job related training, professional affiliations, and business related functions which serve in the best interest of the County*

**■ Payee or Cardholder Signature:**

Date

**■ Department Head Signature:**

Date

CAO Review