

California Resources Corporation

Los Angeles

Missing T&E Receipt Form

The T&E expense report titled _____ and with the amount of _____ is missing a required receipt. IF no receipt is available, **please complete this form**, and forward to your approving manager for their signature. Once complete, please attach to your expense report and submit it through the CRC Expense system.

This form may not be used for Lodging or Club Dues expense(s) due to IRS regulations. Please request those types of documentation from the Hotel or Country Club directly.

Type of Expense*: _____

Amount: _____

Business Purpose: _____

Attendees: _____

I understand that this form is to be used for exception purposes only when original receipts are not available as required by the Employee Travel & Business Expenses Policy 06:45:00.

Employee Signature

Approving Manager's Signature

Date

