



# Community College Association Member Expense Statement Attachment

## Report of Missing Receipt

Name (Last, First, MI)

Date of expenditure

Amount of Expenditure

Paid By (check one)

Personal check or cash

Personal credit card

Name and address of vendor or merchant

Business purpose of expenditure

Receipt not available because:

Alternate sources of verification (i.e. restaurant, hotel, merchant etc.)  
Signature serves to release CCA access

Item Category:

	Meal	Hotel	Parking	Shuttle	Plane	Postage	Other

Signature

Approval

Date:

Date: