

**CONTRA COSTA WATER DISTRICT**

**BUSINESS EXPENSE VOUCHER FOR NON-RECEIPTED EXPENDITURES**

Department: \_\_\_\_\_

Name: \_\_\_\_\_

Account No: \_\_\_\_\_

Position: \_\_\_\_\_

<b>Date</b>	<b>Location</b>	<b>Purpose and Reason for no Receipt</b>	<b>Amount</b>
<b>TOTAL:</b>			

I hereby certify that this expense voucher represents the actual non-receipt expense(s) incurred while conducting official District business.

\_\_\_\_\_  
(Print Name)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Employee Signature)