

INSURED: \_\_\_\_\_

CLAIM #: \_\_\_\_\_

DATE: \_\_\_\_\_

**ALE Receipt's Worksheet**

	Sample	Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
<b><u>Date</u></b>	04/20/20							
<b>Breakfast &gt;</b>	\$12.00							
Receipt #	B1							
<b>Lunch &gt;</b>	\$14.50							
Receipt #	L2							
<b>Dinner &gt;</b>	\$57.12							
Receipt #	D3, D4							

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Receipt #	D3, D4							

- Instructions:**
1. Create a (hand written) number for each receipt.
  2. Write the corresponding Number and Amount on the ALE Expense sheet.

**Sunday      Monday      Tuesday**

B1 (Breakfast 1) **OR**    1            4

L2 (Lunch 2)            2            5

D3 (Dinner 3)            3            6

Credit card statements are not permitted, unless they show detail of transaction.

**Alcohol is excluded.**