

Expense and receipt log

Record expenses related to the loss and retain original receipts. An entry here does not mean an expense is covered, reasonable or reimbursable under your policy.

- ☐ Record each expense when it occurs.
- ☐ Include the vendor, date, purpose and amount paid.
- ☐ Give each receipt a reference and keep the original securely.
- ☐ Distinguish invoices, amounts paid and any reimbursement received.
- ☐ Ask the insurer about applicable coverage and documentation requirements.
- ☐ Keep estimates separate from actual expenses and retain related correspondence.

Loss / claim reference (optional)

Vendor / date

Purpose / amount paid

Receipt / payment / reimbursement notes

General organizational aid only. Policy requirements and deadlines vary. This worksheet does not file a claim, establish coverage or create a representation agreement.

Expense and receipt log

Working record

Use additional copies as needed. Keep original evidence with your records.

Date / vendor	Purpose	Amount paid	Receipt / notes

Further guidance: floodsmart.gov/recover/document-damage
Preparedness: noaa.gov/prepare-before-hurricane-season

For immediate danger call local emergency services (911 in the U.S.). Do not delay emergency assistance to complete this record.