# Recovery expense & receipt log

Use a new sheet as needed. Keep itemized receipts and record what each purchase was for.

**Recording an expense does not mean it is covered. Ask your insurer about eligibility, limits, documentation and advance approval.**

## Before you submit

- ☐ Ask how to distinguish additional living costs from your normal household spending.
- ☐ Give each receipt a reference number and keep a digital backup.
- ☐ Record submissions and the insurer's response separately from what you spent.

**Claim reference / dates covered**

---

**Usual cost baseline / insurer instructions**

---

## Expense record

| Date | Vendor / purpose | Amount | Receipt ref. | Submitted / status |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Sheet total: ____________________ Submitted on: ____________________

Reference: California Department of Insurance: Property claims guide