Claim follow-up journal

File reference: _____
Date of the event: _____
Person responsible for the file: _____
Official contact details verified: _____

COMMUNICATION OR STEP - TO DUPLICATE

Date and time: _____
Contact person and role: _____
Telephone / email / other channel: _____
Subject discussed: _____
_____
Answer received or step requested: _____
_____
Document sent and transmission method: _____
Acknowledgement of receipt kept: _____
Next action and agreed date: _____

EXPENSE TO DOCUMENT

Date, description, amount and receipt reference:
_____
Confirmation that the expense is covered, if applicable:
_____
Recording an expense here does not guarantee reimbursement.