

## How to attach the Missing Receipt Affidavit in Concur

Receipts are required for all regular expenses over \$10, and for ALL Billable expenses. If a receipt is missing for an expense, the expense can be entered in Concur, and a Missing Receipt Affidavit attached.

If the purchase was made using a Corporate AMEX card, the AMEX link must be deleted and not attached to the expense line before attaching the Missing Receipt Affidavit.

**\*\*Note\*\*** The Missing Receipt Affidavit cannot be used for Airfare, Hotel, or Car Rental.

1. Enter the expense line and enter all fields in RED. The Vendor Name must be entered.
2. Save and then re-open the expense.
3. Select Receipts, and from the drop down select Missing Receipt Affidavit

### Missing Receipt Affidavit Example

The screenshot shows the Concur interface with a table of expenses. The 'Receipts' dropdown menu is open, showing options: Receipts Required, Check Receipts, Attach Receipt Images, View Available Receipts, and Missing Receipt Affidavit (highlighted). Below the table, there is a 'Cash' indicator.

Expenses	Date	Expense Type	Amount
<input checked="" type="checkbox"/>	03/06/2018	Parking Spot Parking	\$55.00

4. At the next pop-up box, check the box next to the Expense Type, and then click on Accept & Create.

### Missing Receipt Affidavit

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the employee and the employee's supervisor, and submitted with the employee's reimbursement request.

To create an affidavit, choose from the Expense(s) below that require a Receipt

<input checked="" type="checkbox"/>	Expense Type	Date	Amount
<input checked="" type="checkbox"/>	Parking Spot Parking	03/06/2018	\$55.00

I understand that a Missing Receipt Affidavit should be used on rare occasions, and may not be used on a routine basis. I also understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt. I certify the amount shown is the amount I actually paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source.

The Missing Receipt is now attached to the expense line.