

# Missing Receipt Affidavits

The Missing Receipt Affidavit can be used when the merchant has not provided a receipt or a duplicate receipt cannot be obtained. As before, missing receipts should be infrequent and only occur after every attempt to provide an itemized receipt has been exhausted. Hotel, airfare and rental car companies are always able to provide additional copies of receipts.

By using the Affidavit, you are stating that the related expense is in compliance with University Policy and qualifies as a legitimate business expense. If the original receipt is located or received prior to the report being submitted, it should be attached to the Expense Report at that time. In completing the Affidavit, please provide the following information in the Comments section in the expense entry: description, quantity purchased, and unit price.

Please note that the Missing Receipt Affidavit is only available to the actual end user. The end user, who is responsible for the expense, will be accepting the Affidavit's conditions when the Affidavit is generated, therefore a delegate cannot generate a Missing Receipt Affidavit on behalf of an end user.

## How it Works – What the User will see:

You can access the Affidavit two ways; one is using the 'Attach Receipt' button in the expense line entry and the second uses the 'Receipts' button at the top of the report. Both methods are explained below with screenshots.

### Adding the Affidavit at the Expense Line Item:

1. In the Expense Line Item window, click 'Attach Receipt'.

The screenshot displays the 'Expense Line Item' window with the following fields and values:

Expense Type	Transaction Date	Business Purpose	Vendor Name	City	Payment Type
52211-MEMBERSHIPS	04/10/2017	test	test	Washington, District of Columbia	Out of Pocket
Amount	<input type="checkbox"/> Personal Expense (do not reimburse)	Comment	<input type="checkbox"/> Missing Receipt Acknowledgment Form Attached	Is this a Vendor Invoice?	
79.00 USD		Webpage showing cost of membership attached		No	

At the bottom right of the window, a blue arrow points to the 'Attach Receipt' button, which is highlighted in blue. Other buttons visible are 'Save', 'Itemize', 'Allocate', and 'Cancel'.

2. An 'Attach Receipt' window will appear. If you do not have the vendor receipt, click the link on the word 'here' after the question "No Receipt? Create a missing Receipt Affidavit here."

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

No Receipt? Create a missing Receipt Affidavit [here](#).

File Selected for uploading:

No file selected

Or choose an image from your Available Receipts.

3. The 'Missing Receipt Affidavit' window will appear. Please read the conditions for using the Affidavit at the top. Select the expense(s) for which an Affidavit is necessary by checking the box to the left of the expense(s). Please read the acknowledgement at the bottom of the window. Click 'Accept & Create' when the appropriate expense(s) have been selected.

Missing Receipt Affidavit

IMPORTANT: This form is to be used only after all other attempts to obtain a copy of the original receipt have been exhausted. It is an employee's responsibility to obtain receipts, as required by the Travel, Entertainment and Business Expense Reimbursement Policy. The employee must attempt to obtain a copy of the original receipt from the merchant when at all feasible. This form is to be filed out for each expense where the receipt is missing and signed separately by the employee's supervisor indicating approval to reimburse the expense. The completed and approved form must be attached to the transaction on the related expense report.

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

<input type="checkbox"/>	Expense Type	Date	Amount
<input checked="" type="checkbox"/>	52211-MEMBERSHIPS test, Washington, District of Columbia	04/10/2017	\$79.00

I verify that the transaction was a valid, authorized business expense related to University business, and complies with University policies and procedures. Attempts to obtain a copy of the receipt were made. The information provided within this form is accurate and true. No reimbursement of this expense has been or will be sought or accepted from any other source.

4. The Missing Receipt Affidavit icon will now appear next to the expense that has the Affidavit attached. You can hover over the Affidavit icon to view a copy of the Affidavit or select the Receipt Image tab in the right window.

## Missing Receipt

+ New Expense + Quick Expenses Details Receipts Print / Email

Expense Type	Date	Amount	Exception
52211-MEMBERSHIPS	04/10/2017	\$79.00	Missing Receipt Affidavit Attached

Expense Type: 52211-MEMBERSHIPS  
Amount: \$79.00  
Requested: \$79.00  
Exception: Missing Receipt Affidavit Attached

Missing Receipt Affidavit - 52211-MEMBERSHIPS

Date of Expense: 04/10/2017  
Vendor: test  
Amount: \$79.00  
City: Washington, District of Columbia  
Business Reason: test

TOTAL AMOUNT TOTAL REQUESTED

5. If a copy of the original receipt is found or a duplicate copy from the vendor is obtained, you can delete the Affidavit by first hovering over the Missing Receipt Affidavit icon. Next, a window will appear showing you a copy of the Affidavit. To delete the Affidavit, select 'Detach From Entry' at the bottom right-hand corner of the window. This can only be done prior to the report being approved and paid.

Missing Receipt Affidavit - 52211-MEMBERSHIPS

Date of Expense: 04/10/2017  
Vendor: test  
Amount: \$79.00  
City: Washington, District of Columbia  
Business Reason: test

I verify that the transaction was a valid, authorized business expense related to University business, and complies with University policies and procedures. Attempts to obtain a copy of the receipt were made. The

Detach From Entry

### Adding the Affidavit Using the 'Receipts' button:

1. In the main Expense window, select the 'Receipts' button located at the top of the report in the row of options.

## Missing Receipt

[+ New Expense](#) [+ Quick Expenses](#) [Details](#) [Receipts](#)

Expense Type	Date	Amount	Exception
5211-MEMB...	04/19/2017	\$79.00	The Univer Business purp

Receipts Required  
Check Receipts  
Attach Receipt Images  
View Available Receipts  
Missing Receipt Affidavit

Expenses

Expense Type	Date	Amount	Requested
5211-MEMBERSHIPS	04/19/2017	\$79.00	\$79.00

The University's Travel & Entertainment policy requires a receipt for all expenditures in excess of \$55. Please attach your receipt or if you have misplaced your receipt and cannot obtain a duplicate, please attach a signed statement that includes an explanation of the omission, the date, time and the business purpose of the expense.

Expense

Expense Type: 5211-MEMBERSHIPS Transaction Date: 04/19/2017 Business Purpose: test Vendor Name: test

Payment Type: Out of Pocket Amount: 79.00 USD

Personal Expense (do not reimburse):

Comment: Webpage showing cost of membership, attached.

Is this a Vendor Invoice?: No

2. See steps 3-5 in the previous section.