

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.

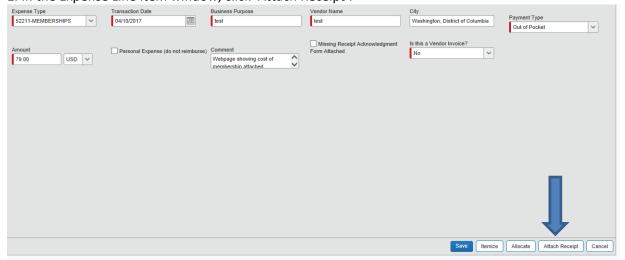
Please note that the Missing Receipt Affidavit is only available to the actual end user. The end user, who is responsible for the expense, will be accepting the Affidavit's conditions when the Affidavit is generated, therefore a delegate cannot generate a Missing Receipt Affidavit on behalf of an end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

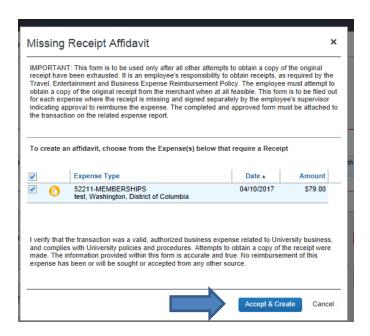
1. In the Expense Line Item window, click 'Attach Receipt'.



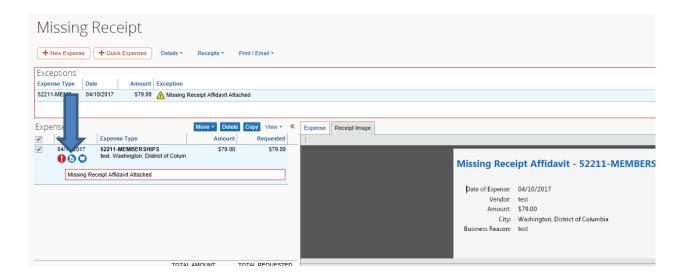
2. An 'Attach Receipt' window will appear. If you do not have the vendor receipt, click the link on the word 'here' after the question "No Receipt? Create a missing Receipt Affidavit here."



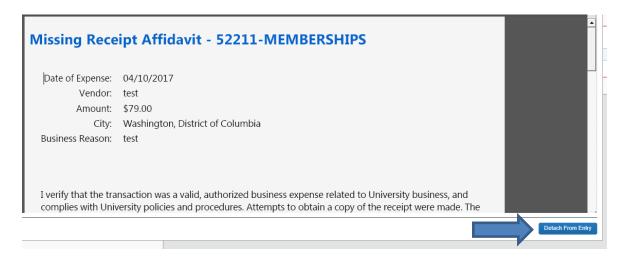
3. The 'Missing Receipt Affidavit' window will appear. Please read the conditions for using the Affidavit at the top. Select the expense(s) for which an Affidavit is necessary by checking the box to the left of the expense(s). Please read the acknowledgement at the bottom of the window. Click 'Accept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



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.

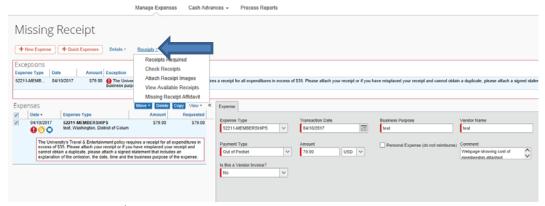


5. If a copy of the original receipt is found or a duplicate copy from the vendor is obtained, you can delete the Affidavit by first hovering over the Missing Receipt Affidavit icon. Next, a window will appear showing you a copy of the Affidavit. To delete the Affidavit, select 'Detach From Entry' at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



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.



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