TEMPLE UNIVERSITY®
Financial Affairs

Expense Reporting

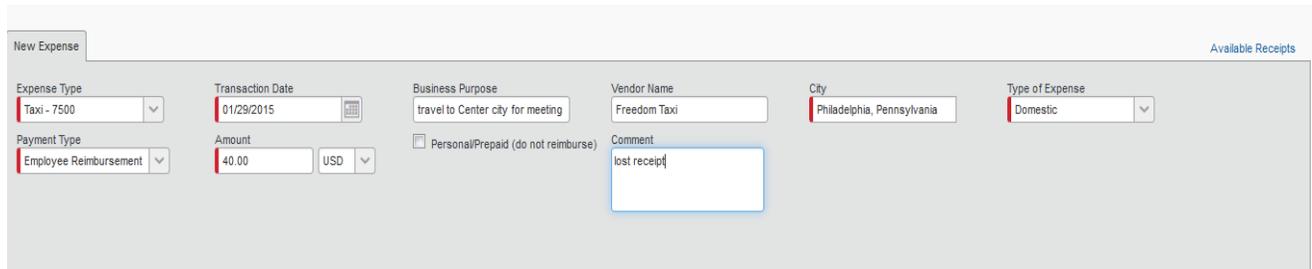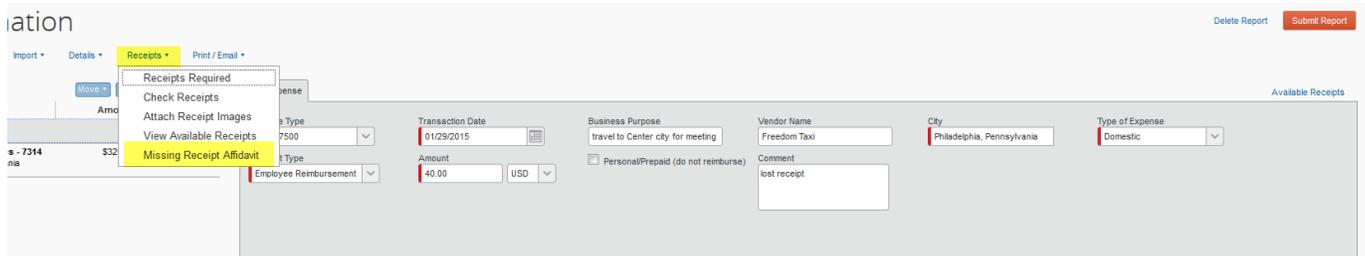Missing Receipt Affidavit

Purpose: The purpose of this document is to demonstrate how to submit an expense when a receipt is missing.

1. Create an expense item that you don't have a receipt for and indicate a reason in the comment section.

2. After the expense is created select the Receipts button

3. Select Missing Receipts affidavit assign the expense and Accept and Create

4. This will create an Affadavit and attach it to the expense type with a unique icon

Missing Receipt Affidavit - Taxi - 7500

Date of Expense: 01/29/2015
Vendor: Freedom Taxi
Amount: $40.00
City: Philadelphia, Pennsylvania
Business Reason: travel to Center city for meeting

I hereby certify that I do not have a receipt for the above indicated item for which I incurred a legitimate business expense. I have not received nor will I request any additional compensation.

Lydia Perez
01/29/2015
1:31 PM Greenwich Mean Time

5. This will allow the expense report to proceed to the approval and payment process.