

**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.

New Expense						Available Receipts
Expense Type Taxi - 7500	Transaction Date 01/29/2015	Business Purpose travel to Center city for meeting	Vendor Name Freedom Taxi	City Philadelphia, Pennsylvania	Type of Expense Domestic	
Payment Type Employee Reimbursement	Amount 40.00 USD V	Personal/Prepaid (do not reimburse)	Comment lost receipt			

2. After the expense is created select the Receipts button

ation	า							Delete Rep	Submit Report
Import *	Details •	Receipts • Print / Email • Receipts Required							
	Move •	Check Receipts	bense						Available Receipts
	Amo	Attach Receipt Images View Available Receipts	e Type 7500 🗸 🗸	Transaction Date 01/29/2015	Business Purpose travel to Center city for meeting	Vendor Name Freedom Taxi	City Philadelphia, Pennsylvania	Type of Expense Domestic	
s - 7314 nia	\$32	Missing Receipt Affidavit	t Type	Amount	Personal/Prepaid (do not reimburse)	Comment			
		En	ployee Reimbursement	40.00 USD V		lost receipt			

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

-	This affidavit report. Please	s only to be used when a receipt greater than \$25.00 e indicate below the item that you are requesting an es	) is missing from y	our expense	×
_	To create a	n affidavit, choose from the Expense(s) below t	hat require a Red	ceipt	
		Expense	Date 🔺	Amount	
		Conference Reg Fees - 7314 Philadelphia, Pennsylvania	01/29/2015	\$325.00	
	①     ①	Taxi - 7500 Freedom Taxi, Philadelphia, Pennsyl∨ania	01/29/2015	\$40.00	
	l hereby certi legitimate bus	ify that I do not have a receipt for the above indicated siness expense. I have not received nor will I request	item for which I inc any additional com	curred a pensation.	
-			Accept & Cre	ate Canc	el

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



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