Missing Receipt

Situation: You do not have a receipt for an expense transaction over $25.

**Step One: Make every effort to obtain a copy of the receipt**

- Hotel - Call the hotel and request an emailed copy
- Rental car – Go to the Rental Car Agency website. They have links to obtain a receipt.
- Airline – Call the airline directly

**Step Two: Use the Missing Receipt Affidavit**

1. Enter the expense transaction in the usual manner
2. **NOTE:** This affidavit must be done by the person requesting the reimbursement. It cannot be done by the delegate.
3. Under the Receipts button, select **Missing Receipt Affidavit**

   ![Image of expense report with receipts button highlighted]

   4. In the pop up box, put a check mark in front of the expense that needs a receipt that is unobtainable.

      - If the item does not appear in the box, it is either under $25 or a document/partial receipt has already been attached at the line item – such as a credit card receipt for a meal (a detailed receipt is required).
      - Remove the partial receipt from the line item. Then upload it to the Receipts button at the top of the expense report. This will make the item available in the Missing Receipt Affidavit box. Begin this step, again.

   ![Image of Missing Receipt Affidavit]

5. **Click Accept & Create** at the bottom of the pop up.
**Step Three: Fill in the Comment Field**

1. A red “X” will appear in front of the expense line item. It will change to a yellow exclamation point when the action of filling in the Comment Field with a complete explanation of the expense is completed.

2. A proper explanation for the comment field could be “Roundtrip Bus fare from Penn to Princeton and back”

**End Product: Missing Receipt Affidavit**

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**Missing Receipt Affidavit - Bus**

Date of Expense: 11/04/2014
Amount: $32.00

I certify that these expenses were incurred in the conduct of official University business and the receipt was lost or not obtained. If alcohol was included on this receipt it has been correctly identified and accounted for according to University Policy within this expense report. I have not made previous claims for these expenses nor will they be submitted again to the University or any other organization for reimbursement purposes.

HILARY EASLEY
11/12/2014
6:55 PM Greenwich Mean Time