

## Concur – Missing Receipt Declaration

**Receipts are required for all non-travel procurement card purchases regardless of amount. Travel related transactions of \$75.00 or more require itemized receipts except for hotel expenses. Hotel expenses still require itemized receipts at all amounts. On rare occasions, a Missing Receipt Declaration can be processed by the cardholder for missing receipts. The Missing Receipt Declaration can only be used for transaction amounts under \$75.00 and no more than 3 times in a 12-month period.**

### Workflow

If an invoice/receipt is lost or not received for an expense, for \$75.00 or less, a missing receipt declaration can be completed by the cardholder if the missing receipt is not for Hotel or Business Meals.

Create the appropriate report and add the expense to the report. Complete all required fields except the attachments. From the report summary page, click the check box to the left of the expense missing the receipt.

The screenshot shows a web interface for a 'Missing Receipt \$36.00' report. At the top, there is a yellow alert banner with a warning icon and the text 'Alerts: 1'. Below the banner, the report title 'Missing Receipt \$36.00' is displayed with a trash icon and two buttons: 'Copy Report' and 'Submit Report'. The status 'Not Submitted' is shown below the title. A navigation bar includes 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. Below this is a toolbar with buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A table below the toolbar has columns: Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table contains one row with a checked checkbox, a warning icon, a plus icon, 'Paid by Employee', 'Parking', 'RPS Parking', '06/23/2021', and '\$36.00'.

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>	⚠	+	Paid by Employee	Parking	RPS Parking	06/23/2021	\$36.00

NOTE: Only the cardholder can complete a missing receipt declaration. Also, only 3 missing receipt declarations can be completed by the cardholder in a 12-month period.

## Concur – Missing Receipt Declaration

Click on the down arrow to the right of Manage Receipts. Click on Missing Receipt Declaration.

Alerts: 1

Missing Receipt \$36.00

Not Submitted

Report Details  Print/Share  Manage Receipts  Travel Allowance

Add Expense Edit Manage Attachments Allocate Combine Expenses Move to

Missing Receipt Declaration

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			Paid by Employee	Parking	RPS Parking	06/23/2021	\$36.00
							\$36.00

On the Create Receipt Declaration pop-up box, read the message and click the check box to the left of the expense that is missing a receipt.

Click Accept and Create.

Create Receipt Declaration

Adequate documentation must be submitted to substantiate University expenses in accordance with University, state, sponsor, and/or federal rules and regulations. Receipt images must be submitted when available and are considered acceptable support for the University of Kentucky's expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

<input checked="" type="checkbox"/>	Expense Type	Vendor	Date	Amount
<input checked="" type="checkbox"/>	Parking	RPS Parking	06/23/2021	\$36.00

**i** I acknowledge that this expense report contains legitimate University expenses incurred by me on the behalf of the University of Kentucky and are allowable expenses as defined by University of Kentucky policies. I further certify that one or more of the related receipts applicable to this expense report are no longer available and cannot be added to this report. I have not and will not submit a duplicate claim or seek a claim for these expenses from any other source. In the event that an expense on a sponsored project is disallowed during an audit, I understand the expense will be transferred to a departmental cost center. I also understand that a Missing Receipt Affidavit should be used only on rare occasions, and that the University of Kentucky may revoke the privilege of providing a declaration in lieu of a receipt at any time.

Cancel **Accept & Create**

A new icon will appear reflecting the Missing Receipt Declaration has been added to the report.

Missing Receipt \$36.00

Not Submitted

Report Details  Print/Share  Manage Receipts  Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>		Paid by Employee	Parking	RPS Parking	06/23/2021	\$36.00	
							\$36.00

NOTE: If a Missing Receipt Declaration has been completed for a Business Meal or Refreshments, a discretionary cost center must be used for the expense allocation.