

MISSING RECEIPT AFFIDAVIT

Updated May 6, 2020

TRAVEL APPLICATION

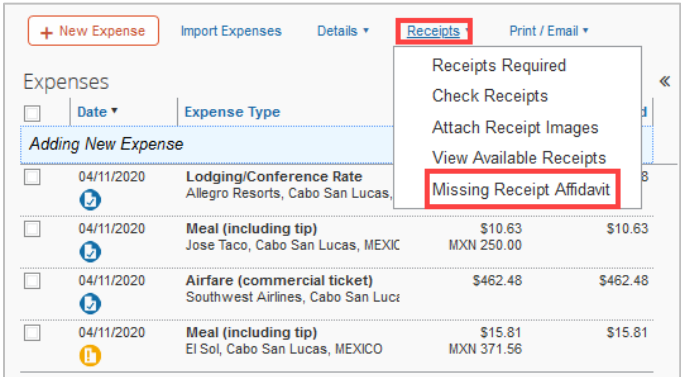
Expense

HELPFUL HINTS

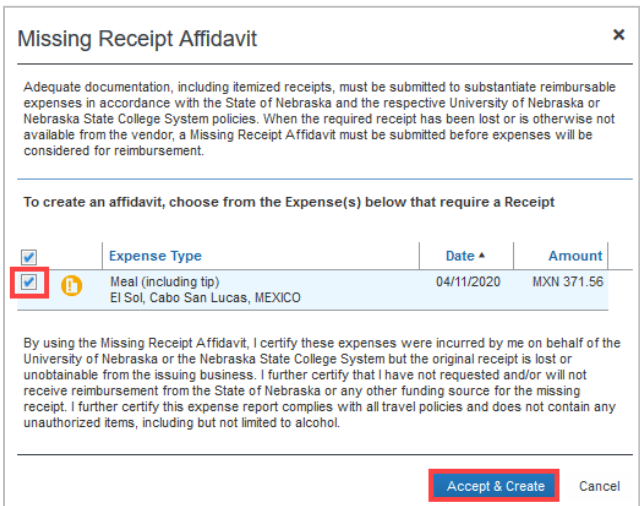
- A missing receipt affidavit is an electronically submitted statement confirming the required receipt was unattainable from a business or was lost by a university or state college traveler.
- Affidavits can only apply to the following expense types: copy charges, educational supplies, fuel/gas, laundry/dry cleaning (international and team/group travel only), international meals, and taxi/shuttle/train/bus.
- Only the traveler can create a missing receipt affidavit.

PROCEDURE

1. From within the expense type, click the receipts dropdown menu and select *Missing Receipt Affidavit*.



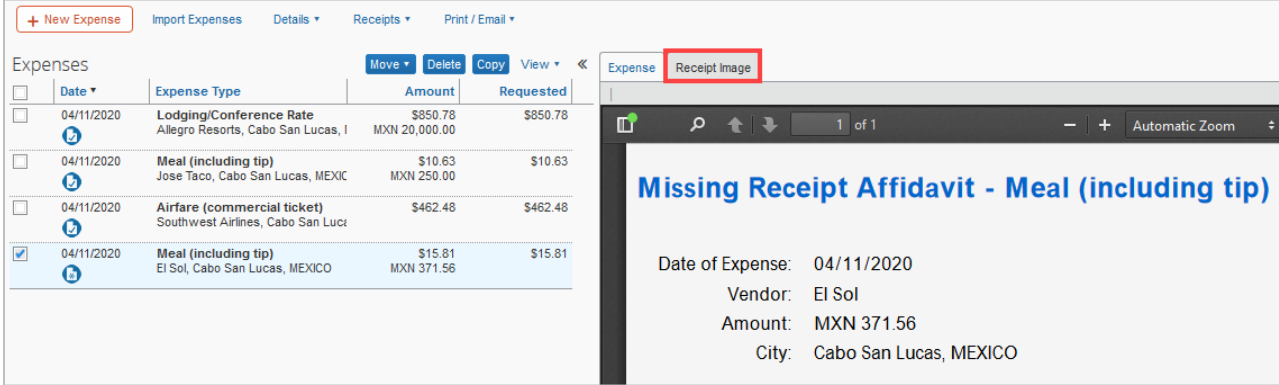
2. Select the checkbox next to the expense that is missing a receipt. Click on *Accept & Create*.



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3. To view or print the affidavit, select the expense and click on the receipt image tab or hover over the  icon.



The screenshot shows a web application interface for managing expenses. On the left, there is a table titled 'Expenses' with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The table contains four rows of expense data. The last row is selected, and a 'Receipt Image' tab is active on the right side of the interface, displaying a 'Missing Receipt Affidavit' for that specific expense.

Date	Expense Type	Amount	Requested
04/11/2020	Lodging/Conference Rate Allegro Resorts, Cabo San Lucas, I	\$850.78 MXN 20,000.00	\$850.78
04/11/2020	Meal (including tip) Jose Taco, Cabo San Lucas, MEXIC	\$10.63 MXN 250.00	\$10.63
04/11/2020	Airfare (commercial ticket) Southwest Airlines, Cabo San Lucr	\$462.48	\$462.48
04/11/2020	Meal (including tip) El Sol, Cabo San Lucas, MEXICO	\$15.81 MXN 371.56	\$15.81

Missing Receipt Affidavit - Meal (including tip)

Date of Expense: 04/11/2020
 Vendor: El Sol
 Amount: MXN 371.56
 City: Cabo San Lucas, MEXICO