MISSING RECEIPT AFFIDAVIT

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