

MISSING RECEIPT AFFIDAVIT

TRAVEL APPLICATION

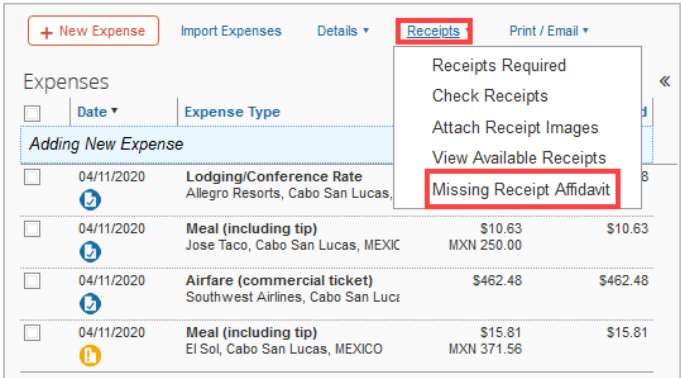
Expense

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), 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*.

MISSING RECEIPT AFFIDAVIT

Missing Receipt Affidavit ✕

Adequate documentation, including itemized receipts, must be submitted to substantiate reimbursable expenses in accordance with the State of Nebraska and the respective University of Nebraska or Nebraska State College System policies. When the required receipt has been lost or is otherwise not available from the vendor, a Missing Receipt Affidavit must be submitted before expenses will be considered for reimbursement.

To create an affidavit, choose from the Expense(s) below that require a Receipt

<input type="checkbox"/>	Expense Type	Date	Amount
<input checked="" type="checkbox"/>	Meal (including tip) El Sol, Cabo San Lucas, MEXICO	04/11/2020	MXN 371.56

By using the Missing Receipt Affidavit, I certify these expenses were incurred by me on behalf of the University of Nebraska or the Nebraska State College System but the original receipt is lost or unobtainable from the issuing business. I further certify that I have not requested and/or will not receive reimbursement from the State of Nebraska or any other funding source for the missing receipt. I further certify this expense report complies with all travel policies and does not contain any unauthorized items, including but not limited to alcohol.

Accept & Create Cancel

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

+ New Expense
Import Expenses
Details ▾
Receipts ▾
Print / Email ▾

Expenses

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

Receipt Image

Missing Receipt Affidavit - Meal (including tip)

Date of Expense: 04/11/2020

Vendor: El Sol

Amount: MXN 371.56

City: Cabo San Lucas, MEXICO

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