Concur Training:

Missing Receipt Affidavit

A Missing Receipt Affidavit should only be used if you did not obtain a receipt from the merchant and have exhausted all methods of obtaining a copy of the receipt, including contacting the vendor and requesting an e-mailed/scanned/faxed copy.

Certain Expense Types are not eligible for a Missing Receipt Affidavit:

- Airfare
- Lodging
- Rental Cars

To Attach a Missing Receipt Affidavit to an expense on your Concur expense report, follow these steps:

1. From within your expense report, click the “Receipts” link, and select “Missing Receipt Affidavit”.
2. From the screen that pops up, select the expenses the Missing Receipt Affidavit is for, review the acknowledgement, and click “Accept and Create”.