How to Submit a Missing Receipt Affidavit

The Missing Receipt Affidavit is a replacement of receipts that were lost, destroyed or not obtained. It is the employee's responsibility to retain and submit itemized receipts for all business expenses over $25. If an itemized receipt is not available, the employee must attempt to obtain a copy from the vendor.

If the total of missing receipts exceeds $75.00, the reimbursement will be flagged for auditing and brought to the attention of a Finance Director. Expense reimbursements may also be subject to audits by Compliance and Audit Services.

Attaching an Affidavit Receipt Image

To attach a missing receipt affidavit to an expense entry using Receipts button:

1. On the expense report, click **Receipts** > **Missing Receipt Affidavit**. The Missing Receipt Affidavit dialog box opens. Read the DH statement regarding the Missing Receipt Affidavit. Select each entry that requires a receipt image if the original receipt is lost or not available.
2. Click **Accept & Create.** An image of the affidavit is created. It is attached to the entry or entries and creates a record of the date, time, employee name, and other details for review purposes. Also, a missing affidavit icon displays on the line entry.

To attach a missing receipt affidavit at expense line entry using the Attach Receipt button:

1. On the expense line entry, click **Attach Receipt**.
2. Click the word here where it says 'No Receipts? Create a missing Receipt Affidavit here'.
3. The Missing Receipt Affidavit dialog box opens. Read the DH statement regarding the Missing Receipt Affidavit. Select each entry that requires a receipt image if the original receipt is lost or not available.
4. Click **Accept & Create.** An image of the affidavit is created. It is attached to the entry or entries and creates a record of the date, time, employee name, and other details for review purposes. Also, a missing affidavit icon displays on the line entry.

Deleting an Affidavit Receipt Image

1. If the correct receipt image becomes available, hover over the missing affidavit icon and click **Detach from Entry**.
2. Click **Yes** to confirm.