

## Select > Receipts – Missing Receipt Declaration

The screenshot shows the Concur Expense Centre interface. The 'Receipts' menu is highlighted, and the 'Missing Receipt Declaration' option is selected. The dialog box prompts the user to submit an affidavit instead of a receipt and to choose from expense types that require a receipt. The 'Taxi' expense type is highlighted in the dialog box.

Expenses

Date	Expense	Amount
01/11/2016	Taxi	£15.00

TOTAL AMOUNT £15.00 TOTAL REQUESTED £15.00

Missing Receipt Declaration

This allows you to submit an affidavit instead of a receipt.

To create a declaration, choose from the expense(s) below that require a receipt

Expense	Date	Amount
Taxi	01/11/2016	£15.00

I acknowledge that this expense report contains legitimate corporate expenses incurred by me or on behalf of Jif. Businessmen & Sport Ltd and are allowable expenses as defined by the company's expense policy. I further certify that one or more of the related receipts applicable to this expense report are not available.

Submit & Continue Cancel

Check the box for the expense item that is missing a receipt

The screenshot shows the Concur Expense Centre interface with the 'Missing Receipt Declaration' dialog box open. The 'Missing Receipt' checkbox is checked for the 'Taxi' expense item. The dialog box prompts the user to submit an affidavit instead of a receipt and to choose from expense types that require a receipt. The 'Taxi' expense type is highlighted in the dialog box.

Expenses

Date	Expense	Amount	Requested
01/11/2016	Taxi	£15.00	£15.00

TOTAL AMOUNT £15.00 TOTAL REQUESTED £15.00

Missing Receipt Declaration

This allows you to submit an affidavit instead of a receipt.

To create a declaration, choose from the expense(s) below that require a receipt

Expense	Date	Amount
<input checked="" type="checkbox"/> Taxi	01/11/2016	£15.00

I acknowledge that this expense report contains legitimate corporate expenses incurred by me or on behalf of Jif. Businessmen & Sport Ltd and are allowable expenses as defined by the company's expense policy. I further certify that one or more of the related receipts applicable to this expense report are not available.

Submit & Continue Cancel

This creates a Missing Receipt Declaration and replaces the receipt image in Concur

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CONCUR Expense Approvals Reporting App Centre Administration Help Profile

Manage Expenses Process Claims

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Expense

Declaration Image Available

### Missing Receipt Declaration

Date of Expense: 01/11/2016  
Amount: £15.00

I acknowledge that this expense report contains legitimate corporate expenses incurred by me on behalf of AF Blakemore & Son Ltd and are allowable expenses as defined by the company's expense policy. I further certify that one or more of the related receipts applicable to this expense report are not available

Ian Holyhead  
04/11/2016

Submit From Entry

TOTAL AMOUNT £15.00 TOTAL REQUESTED £15.00

Available Receipts

- ...07. Other
- Incidentals Allowance
- Marketing/Promotional Costs
- Miscellaneous
- PCI DSS
- Print Room Supplies
- Protective Clothing
- Relocation Expenses
- Safety Control
- Seminar/Course Fees
- ...07. Other
- Staff Awards/Incentives
- Type-Creatives

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