

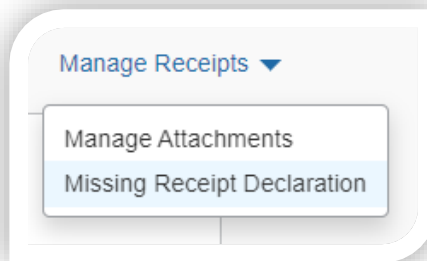
ATTACHING A MISSING RECEIPT AFFIDAVIT

Concur expense management system

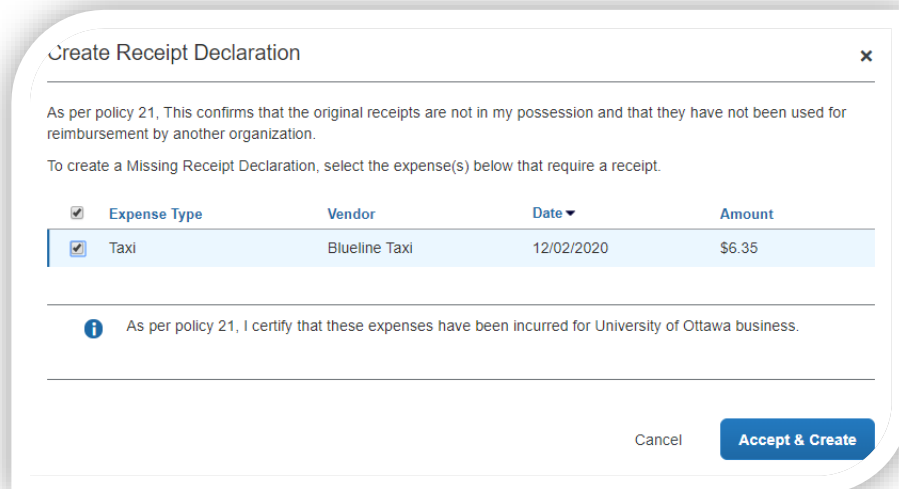
When you cannot provide a detailed receipt for your expense, Concur allows you to digitally sign an affidavit attesting to the veracity of the expense, which you attach to your expense in place of the missing receipt.

CREATING A MISSING RECEIPT AFFIDAVIT

1. Create an expense without attaching the receipt image.
2. Under **Manage Receipts**, select **Missing Receipt Declaration**.



3. Choose the expense(s) for which an affidavit is required and select **Accept & Create**.

A screenshot of a web form titled 'Create Receipt Declaration'. The form contains a text area with a disclaimer: 'As per policy 21, This confirms that the original receipts are not in my possession and that they have not been used for reimbursement by another organization.' Below this, it says 'To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.' There is a table with columns: 'Expense Type', 'Vendor', 'Date', and 'Amount'. One row is selected, showing 'Taxi', 'Blueline Taxi', '12/02/2020', and '\$6.35'. Below the table, there is a confirmation message: 'As per policy 21, I certify that these expenses have been incurred for University of Ottawa business.' At the bottom right, there are two buttons: 'Cancel' and 'Accept & Create'.

4. Once the affidavit is attached, the system will ask you to write an explanation in the **Comment** box.
5. Write a comment justifying the expense and select **Save** again.

Note: The missing receipt affidavit must bear the signature of the person requesting the reimbursement. It cannot be signed by a delegate. If you are a delegate, notify the individual that his or her expense report is ready, but that one or more receipts are missing, as applicable. If necessary, explain to the individual how to submit a missing receipt affidavit.