

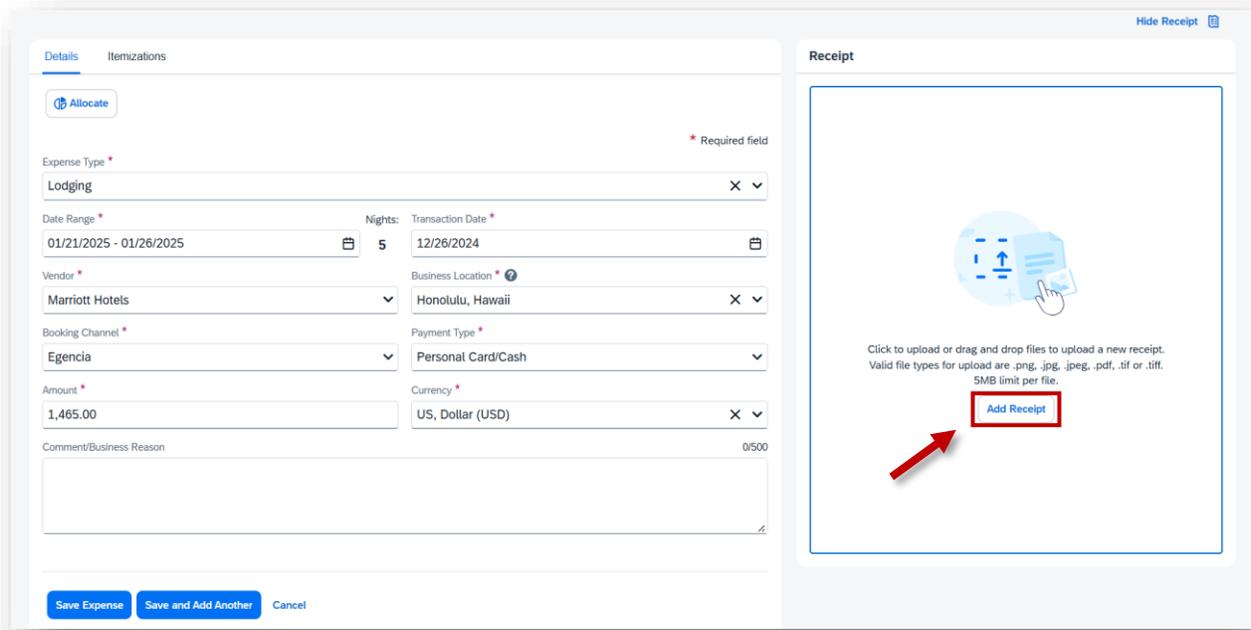
How to Add a Missing Receipt Affidavit

Objective: The receipt affidavit allows employees to submit a digitally signed statement in place of lost or misplaced receipt images.

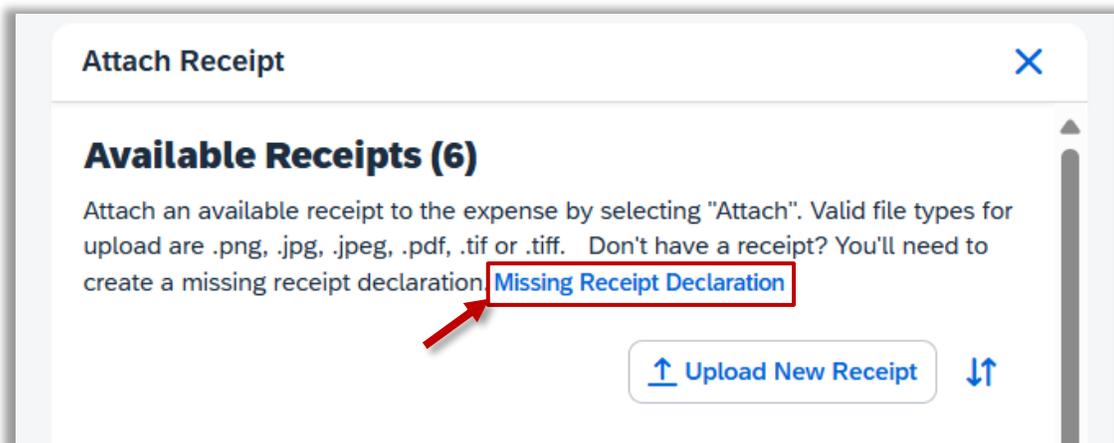


Only the individual incurring the expense may submit the affidavit; delegates or proxies cannot submit a receipt affidavit for user.

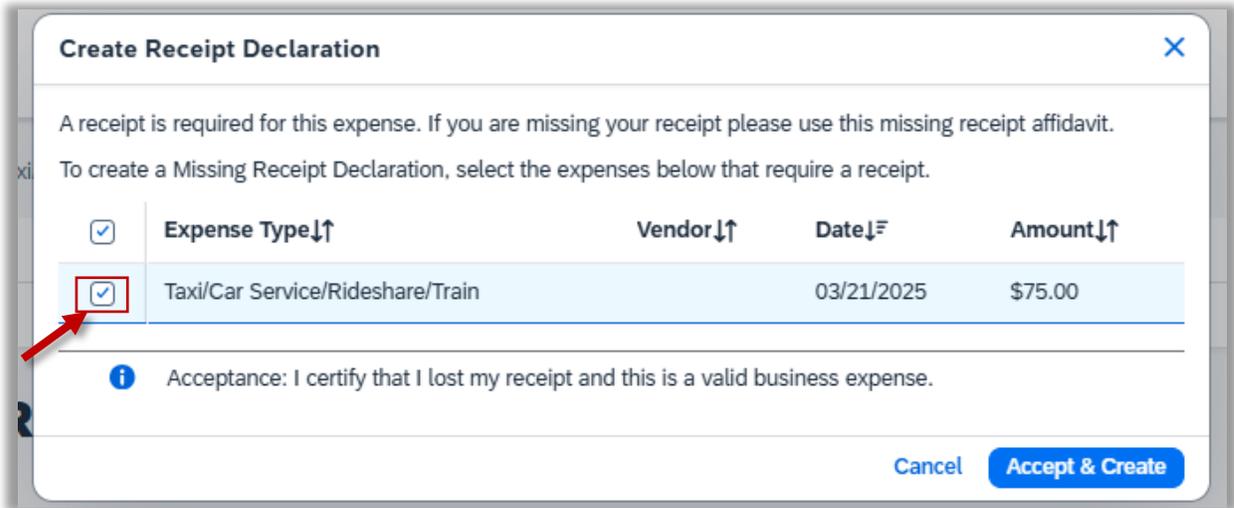
1. Select the expense line item to view the details, from the expense Details tab, select **Add Receipt**.



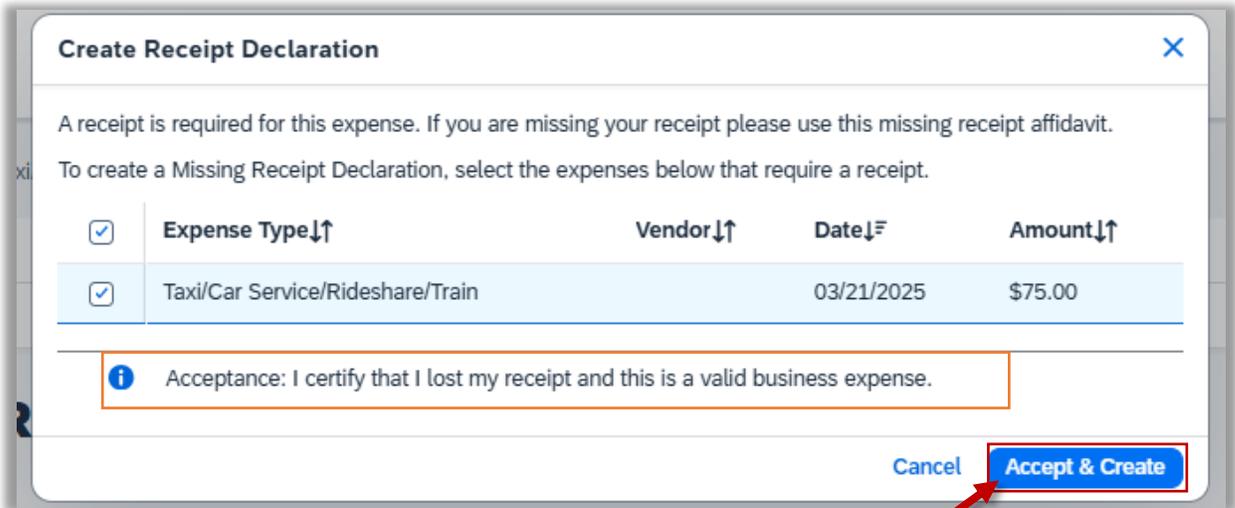
2. When no proper receipt is available - **Select Missing Receipt Declaration**



3. In the *Create Receipt Declaration* window, select the expense entry that requires the affidavit.

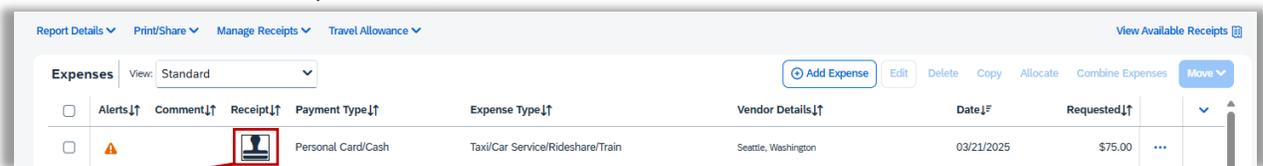


4. Read through the declaration and Select **Accept and Create**.

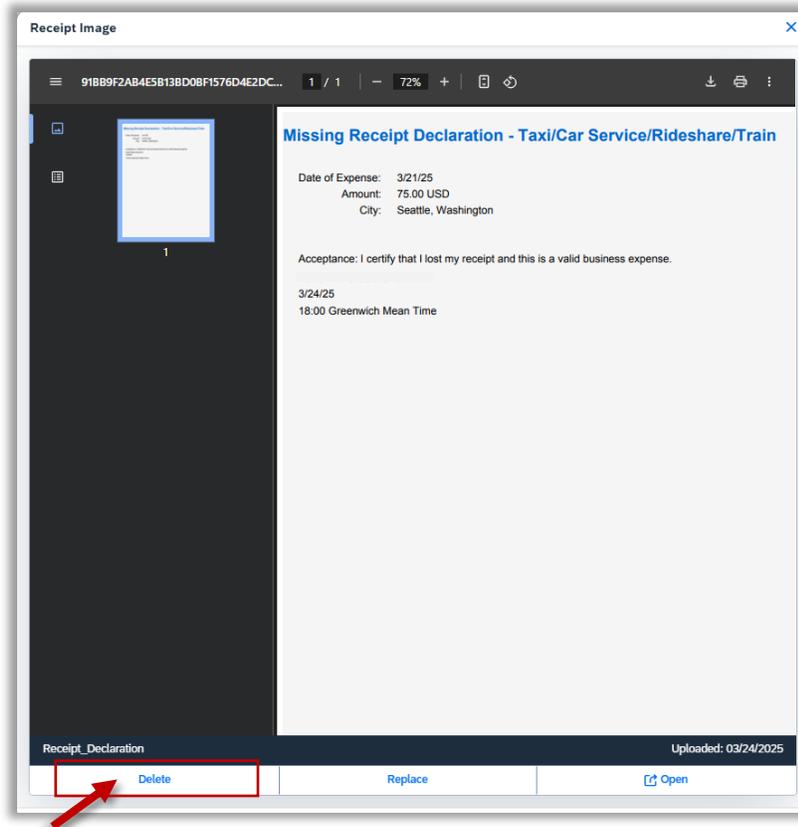


The missing receipt declaration is attached and displays on the line-item entry. If you later find the receipt (*before you submit the report*), you can detach the receipt affidavit and then attach the actual receipt image.

5. To detach the receipt affidavit, select the Affidavit icon.



6. Select Delete



7. Confirm that you want to delete the receipt affidavit

