

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.

() Allocate					
xpense Type *			 Required field 		
Lodging			× ~		
late Range *	lights:	Transaction Date *			
01/21/2025 - 01/26/2025	5	12/26/2024	Ë		
iendor *		Business Location * 🕐			
Marriott Hotels	~	Honolulu, Hawaii	× •	+ dim	
looking Channel *		Payment Type *			
Egencia	~	Personal Card/Cash	~	Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpg, .jdf, .tif or .tiff.	
Amount *		Currency *		5MB limit per file.	
1,465.00		US, Dollar (USD)	× ×	Add Receipt	
Comment/Business Reason			0/500		
			1.		

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.

	Create Receipt Declaration						
xi	A receipt is required for this expense. If you are missing your receipt please use this missing receipt affidavit.						
~		Expense Type↓↑	Vendor Lî	Date↓₹	Amount↓↑		
		Taxi/Car Service/Rideshare/Train		03/21/2025	\$75.00		
2	0	Acceptance: I certify that I lost my	receipt and this is a valid bus	siness expense.			
				Cancel	Accept & Create		

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

Сг	reate	Receipt Declaration			×	
A receipt is required for this expense. If you are missing your receipt please use this missing receipt affidavit. To create a Missing Receipt Declaration, select the expenses below that require a receipt.						
		Expense Type↓↑	Vendor↓↑	Date↓F	Amount↓↑	
		Taxi/Car Service/Rideshare/Train		03/21/2025	\$75.00	
	0	Acceptance: I certify that I lost m	ny receipt and this is a valid bu	isiness expense.		
				Cancel	Accept & 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.

port Details V Print/Share	Manage Receip	pts 🗸 Travel Allowance 🗸				View Availab	le Receipt
Expenses View: Stan	ıdard	~		Add Expense Edit	Delete Copy Alloca	ate Combine Expenses	Move 🗸
☐ Alerts ↓ ↑ Comn	nent↓↑ Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓₹	Requested↓↑	~
	1	Personal Card/Cash	Taxi/Car Service/Rideshare/Train	Seattle, Washington	03/21/2025	\$75.00	

SLAC TRAVEL

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6. Select Delete



7. Confirm that you want to delete the receipt affidavit

