Missing Receipt Guidelines

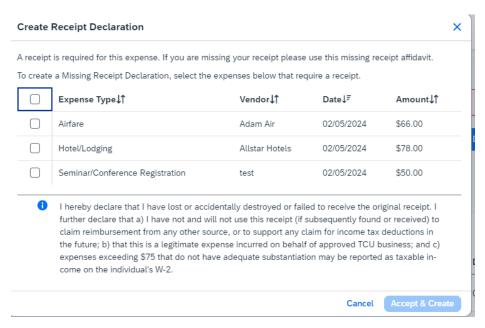
If a transaction amount is less than \$50, users are **not** required to complete the missing receipt affidavit, regardless of expense type. For amounts less than \$50, the expense type will **not** be listed in the Create Receipt Declaration form.

Example

The below user spent \$25 on fuel, and did not upload a receipt:

Alerts↓↑ Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓ =	Requested↓↑
	Employee Paid	Fuel	Citgo Dallas, Texas	02/05/2024	\$25.00

In the Create Receipt Declaration form for this report, the \$25 expense was **not** listed, because amounts less than \$50 do **not** require the missing receipt affidavit:



There are several expense types where users are required to upload a receipt, and the missing receipt affidavit **cannot** be used if the expense is \$50 or greater. These expense types are:

Airfare	Hotel/Lodging - Advance Deposit	Training/Workshop Fees
Car Rental	Hotel/Lodging - Alternative Lodging	Relocation Expenses
Hotel/Lodging	Hotel/Lodging - Group Travel	
Hotel/Lodging - Tax	Seminar/Conference Registration	

To report the above expense types, users must contact the supplier and obtain an itemized receipt and attach it to the expense line in Concur. The Concur alert will clear upon submission of the report. Concur audit rules will not allow report submission without a receipt. Do **NOT** attach any other documentation such as a printed missing receipt affidavit or bank statement to the expense in Concur.

Note: Expenses exceeding \$75, with a missing receipt affidavit in lieu of an actual receipt, may be reported as taxable income on your W-2.