Missing Receipt Affidavit

When a user is required to provide receipt but is unable to locate them (for example, they are lost or destroyed), the user can digitally sign an affidavit as a replacement to the actual imaged receipt.

Things to Remember:
- The affidavit can only be submitted by the user – not the user’s delegate or a proxy.
- The ability to create a Missing Receipt Affidavit is not available on Concur’s mobile app.
- If the user later finds the receipt (before the report is submitted), they can delete the affidavit and attach the receipts image. To do so, the user simply hovers over the icon and clicks Detach from Entry.

1. Click Attach Receipt. The Attach receipt window appears and the affidavit option becomes available.
2. Click the highlighted Receipt Affidavit here link as shown below.

3. Select the Expense Type by placing a marker in the appropriate box
4. Click Accept & Create to certify the affidavit for the selected expense.