Completing a Missing Receipt Declaration

This guide details how to create a Missing Receipt Declaration when the original receipt cannot be obtained.

The Missing Receipt Declaration (which some users may remember as the “Missing Receipt Affidavit”) allows a user to provide a declaration for lost or misplaced required receipt images. They can digitally sign a declaration that can be submitted instead of the actual imaged receipts. It is important to remember that the Missing Receipt Declaration should be used only as an absolute last resort; users are expected to submit three or fewer declarations within a fiscal year.

Please note: The declaration can be submitted only by the user—not the user’s delegate or proxy.

A Missing Receipt Declaration can only be added to expenses that require a receipt by policy. For example, expenses under $25 do not require a receipt and therefore, they will not be an option. Expenses that can use the declaration function will have a yellow warning message icon (with accompanying message at the top of the page) and a red Attach Receipt icon.

Attach a Declaration

1. On the expense report, click Manage Receipts > Missing Receipt Declaration
2. The Create Receipt Declaration window will open, with eligible expenses for the declaration listed.

3. Select the necessary expense line and click *Accept & Create*.

4. The expense will now have a stamp icon to reflect an attached declaration.

**Remove a Declaration**

If the receipt is found later, the Missing Receipt Declaration can be removed. Simply open the expense line and use the *Delete* button at the bottom of the declaration image.
If there are any issues or additional questions, please contact concurquestions@uc.edu.