

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.

⚠ Alerts: 1 ^

EXPENSE | Baggage Fees | 11/03/2020 | \$50.00

⚠ You must attach a receipt image to this expense. [View](#)

Test Travel Report \$176.00 🗑

Copy Report
Submit Report

Not Submitted

Report Details ▾
Print/Share ▾
Manage Receipts ▾
Travel Allowance ▾

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to ▾

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
<input type="checkbox"/>			Out of Pocket	Per Diem-Daily Meals	Chicago, Illinois	11/01/2020	\$58.00 <small>Allocated</small>
<input type="checkbox"/>			Out of Pocket	Per Diem-Daily Meals	Chicago, Illinois	11/02/2020	\$76.00 <small>Allocated</small>
<input type="checkbox"/>	💬		Out of Pocket	Per Diem Reduction		11/03/2020	\$-50.00 <small>Allocated</small>
<input type="checkbox"/>			Out of Pocket	Per Diem-Daily Meals	Chicago, Illinois	11/03/2020	\$42.00 <small>Allocated</small>
<input type="checkbox"/>	⚠	📄	Out of Pocket	Baggage Fees	Delta Air Lines Chicago, Illinois	11/03/2020	\$50.00 <small>Allocated</small>
							\$176.00

Attach a Declaration

1. On the expense report, click *Manage Receipts > Missing Receipt Declaration*

Test Travel Report \$176.00

Not Submitted

Report Details 

Print/Share 

Manage Receipts 

Travel Allowance 

Add Expense

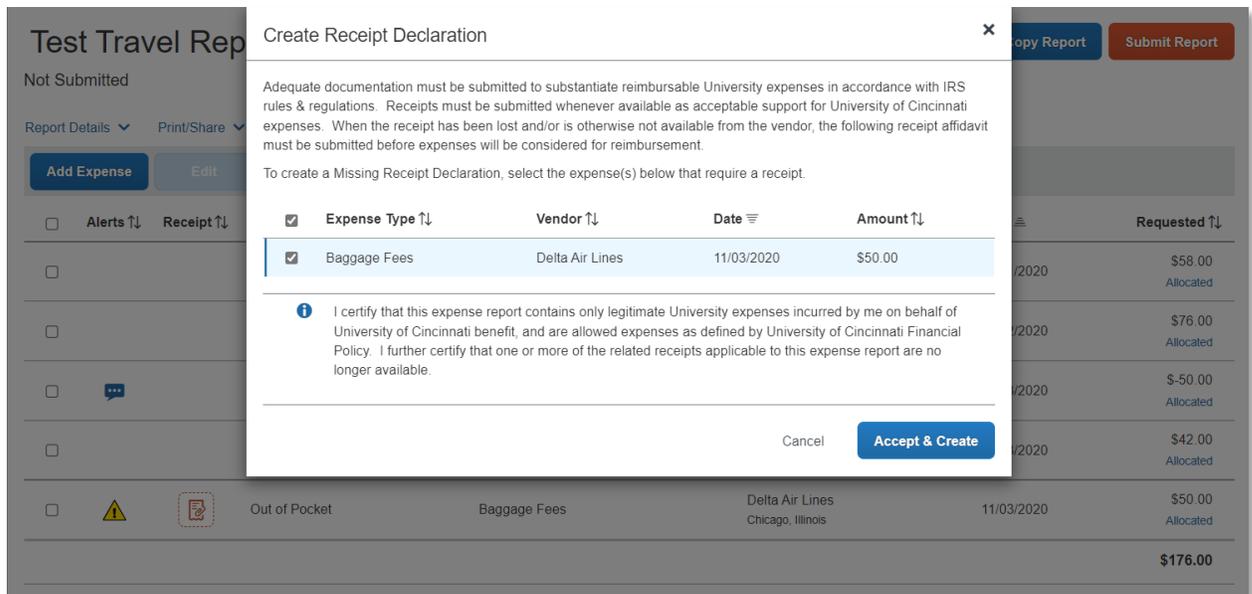
Edit

Manage Attachments

Allocate

Missing Receipt Declaration

- The Create Receipt Declaration window will open, with eligible expenses for the declaration listed
- Select the necessary expense line and click *Accept & Create*



Create Receipt Declaration

Adequate documentation must be submitted to substantiate reimbursable University expenses in accordance with IRS rules & regulations. Receipts must be submitted whenever available as acceptable support for University of Cincinnati expenses. When the receipt has been lost and/or is otherwise not available from the vendor, the following receipt affidavit must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

<input checked="" type="checkbox"/>	Expense Type ↓	Vendor ↓	Date	Amount ↓
<input checked="" type="checkbox"/>	Baggage Fees	Delta Air Lines	11/03/2020	\$50.00

 I certify that this expense report contains only legitimate University expenses incurred by me on behalf of University of Cincinnati benefit, and are allowed expenses as defined by University of Cincinnati Financial Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Cancel **Accept & Create**

- 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.

← → Baggage Fees \$50.00 🗑️ Cancel **Save Expense**

11/03/2020 | Delta Air Lines Hide Receipt 📄

Details | Itemizations

Allocate * Required field

Expense Type *
Baggage Fees

Transaction Date *
11/03/2020

Report/Trip Purpose *
Conference

Additional Information ?

Vendor *
Delta Air Lines

City of Purchase *
Chicago, Illinois

Payment Type *
Out of Pocket

Amount *
50.00

Currency *
US, Dollar

Comment

Save Expense Cancel

1 of 1

Missing Receipt Affidavit - Baggage Fees

Date of Expense: 11/03/2020
Vendor: Delta Air Lines
Amount: \$50.00
City: Chicago, Illinois

I certify that this expense report contains only legitimate University expenses incurred by me on behalf of University of Cincinnati benefit, and are allowed expenses as defined by University of Cincinnati Financial Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

LAUREN COZAD
01/03/2022
8:25 PM Greenwich Mean Time

Receipt_Affidavit Uploaded: 01/03/2022

Delete

If there are any issues or additional questions, please contact concurquestions@uc.edu.