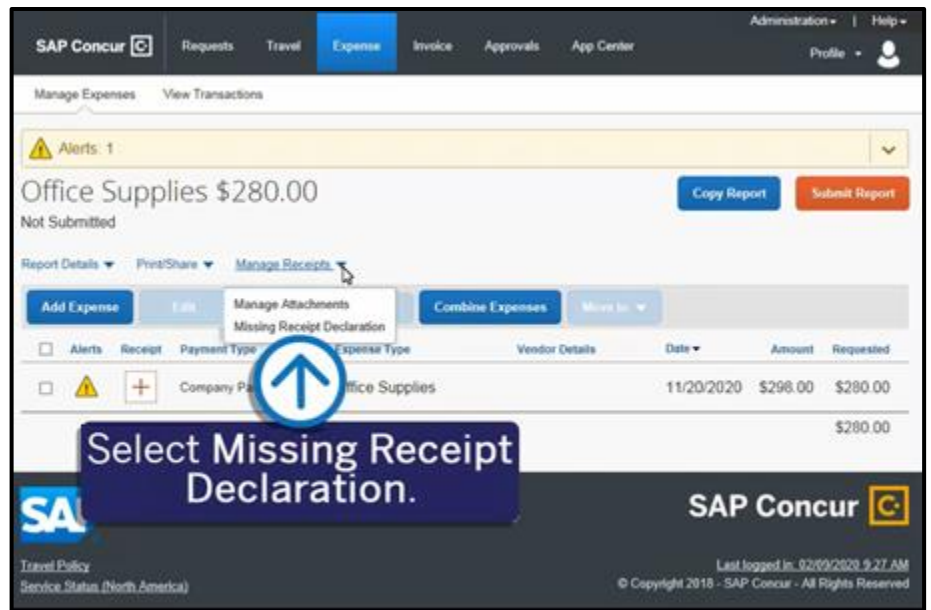


Working with Missing Receipt Affidavits

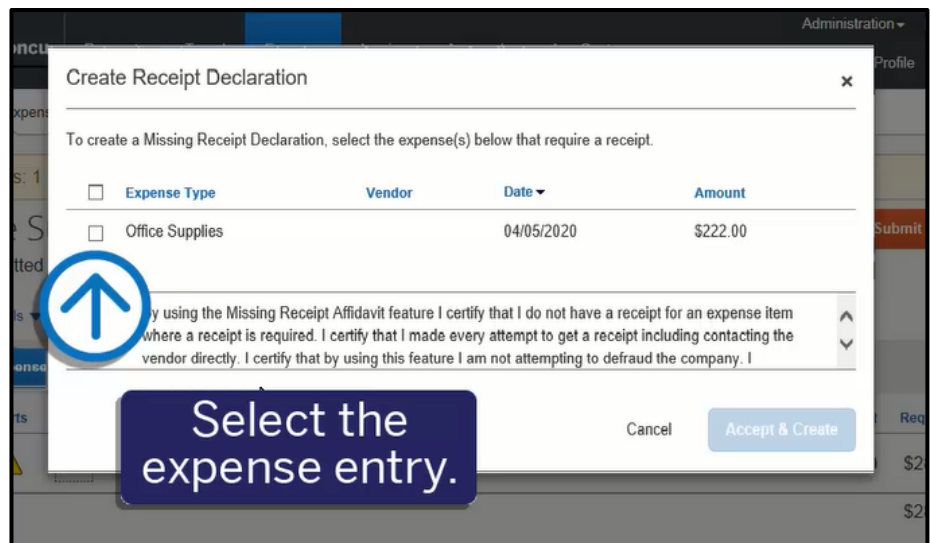
You provide a receipt affidavit for lost or misplaced required receipt images. You can digitally sign an affidavit that you can submit instead of the actual imaged receipts.

Using a receipt affidavit allows you to submit your expense report in a timely manner and comply with company policy on the receipt submittal. Note that only you can submit the receipt affidavit. A delegate or proxy cannot submit a receipt affidavit for you.

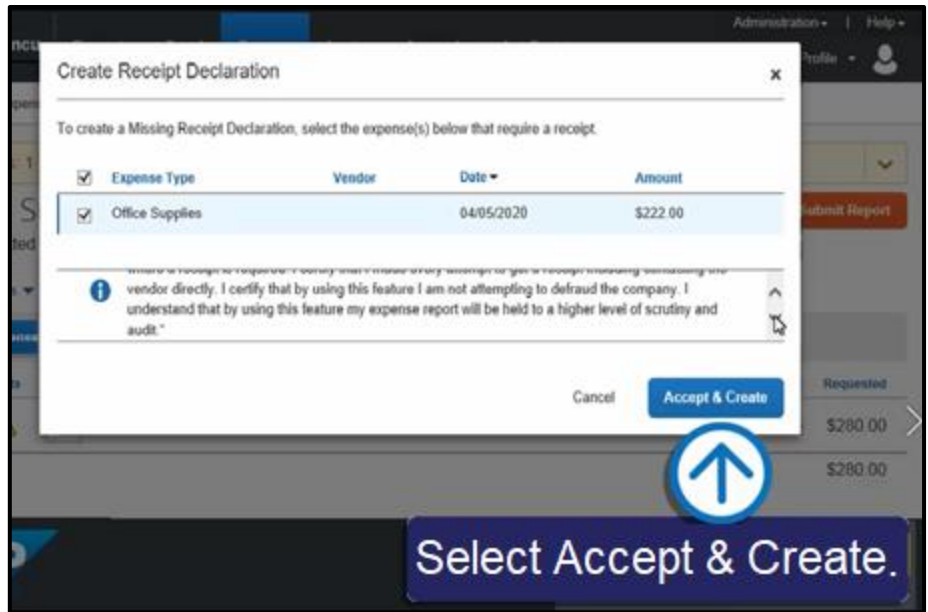
1. Click the **Manage Receipts** dropdown arrow, and then select **Missing Receipt Declaration**.



2. In the **Create Receipt Declaration** window, select the expense entry that requires the affidavit.



3. Read through the declaration, scrolling down to continue.
4. Select **Accept and 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.



6. Select **Detach**, and then click **Yes** to confirm that you want to detach the receipt affidavit.

The receipt affidavit is detached from the expense line item.

