

Disbursements Office

When should a Missing Receipt Affidavit be used?

The Missing Receipt Affidavit should be used when the merchant has not provided a receipt or a duplicate receipt cannot be obtained. By using the Affidavit, you are stating that the related expense is in compliance with University Policy and qualifies as a legitimate business expense. If the original receipt is located or received, it should be attached to the Expense Report at that time. In completing the Affidavit, please provide the following information in the Comments section in the expense entry: description, quantity purchased, and unit price.

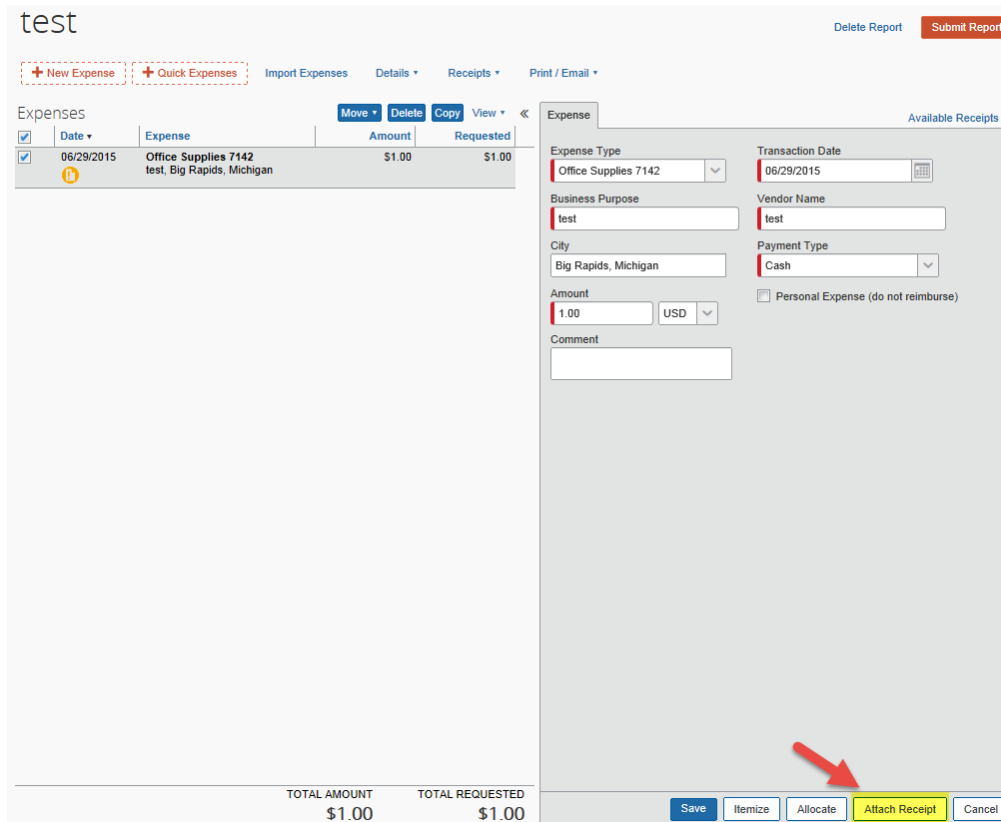
Please note that the Missing Receipt Affidavit is only available to the actual end user. The end user, who is responsible for the expense, will be accepting the Affidavit's conditions when the Affidavit is generated, therefore a delegate cannot generate a Missing Receipt Affidavit on behalf of an end user.

How it Works – What the User will see:

You can access the Affidavit two ways; one is using the 'Attach Receipt' button in the expense line entry and the second uses the 'Receipts' button at the top of the report. Both methods are explained below with screenshots.

Adding the Affidavit at the Expense Line Item:

1. In the Expense Line Item window, click 'Attach Receipt'.



The screenshot shows the 'test' expense report interface. On the left, there is a table of expenses with one entry: '06/29/2015 Office Supplies 7142 test, Big Rapids, Michigan' for \$1.00. On the right, the 'Expense' details form is open, showing fields for Expense Type, Transaction Date, Business Purpose, Vendor Name, City, Payment Type, Amount, and Comment. At the bottom of the form, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. A red arrow points to the 'Attach Receipt' button.

Expenses	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	06/29/2015	Office Supplies 7142 test, Big Rapids, Michigan	\$1.00	\$1.00

TOTAL AMOUNT: \$1.00
TOTAL REQUESTED: \$1.00

2. An 'Attach Receipt' window will appear. If you do not have the vendor receipt, click the link on the word 'here' after the question "No Receipt? Create a missing Receipt Affidavit here."

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html or .tiff file for upload. 5 MB limit per file.

No Receipt? Create a missing Receipt Affidavit here.

File Selected for uploading:

No file selected

Or choose an image from your Available Receipts.

Available Receipts

3. The 'Missing Receipt Affidavit' window will appear. Please read the conditions for using the Affidavit at the top. Select the expense(s) for which an Affidavit is necessary by checking the box to the left of the expense(s). Please read the acknowledgement at the bottom of the window. Click 'Accept & Create' when the appropriate expense(s) have been selected.


Missing Receipt Affidavit

1. This will initiate the creation of a Missing Receipt Affidavit. The Affidavit should be used when the merchant has not provided a receipt or a duplicate cannot be obtained. By initiating the Affidavit you are stating that the related expense is in compliance with University Policy and qualifies as a legitimate business expense.

2. If the original receipt is located or received, it should be attached to the Report at that time.

3. Please provide the following information in the Comments; description, qty, and unit price.

To create an affidavit, choose from the Expense(s) below that require a Receipt

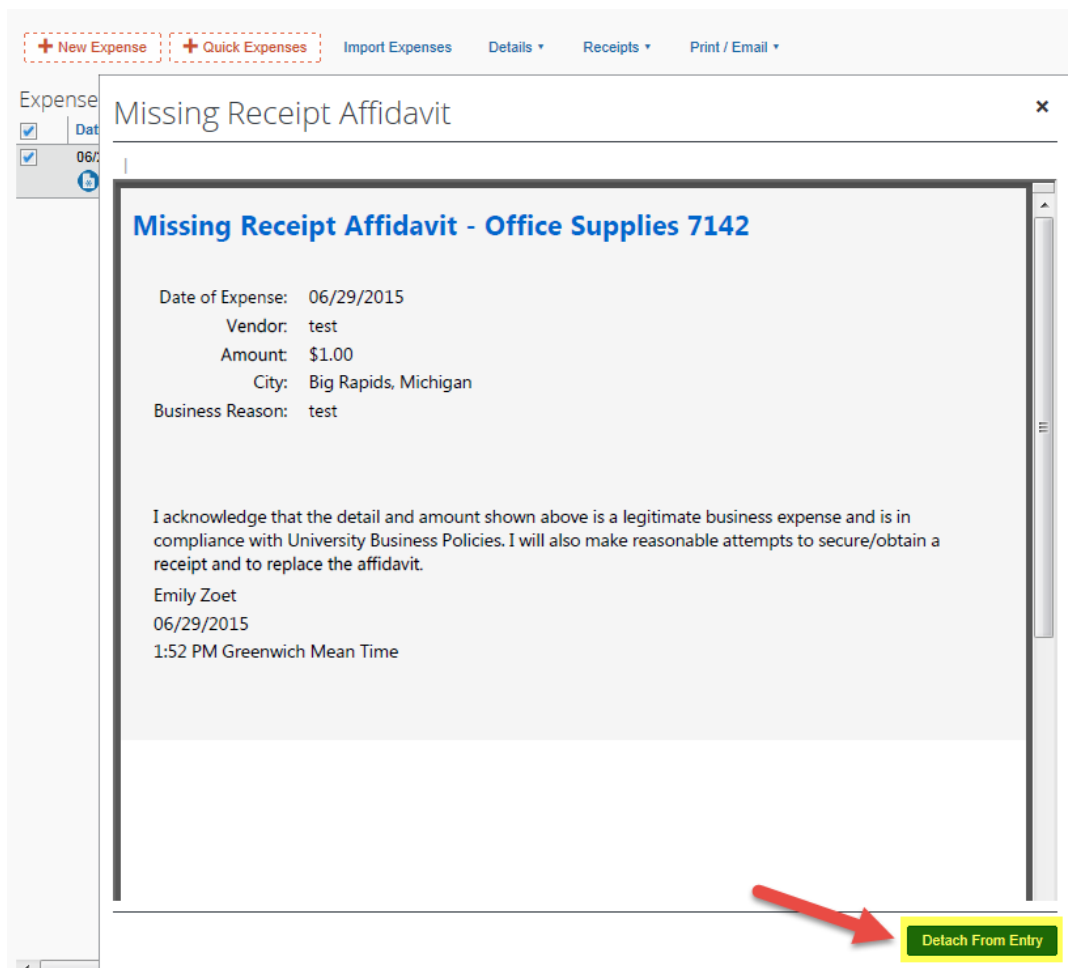
<input type="checkbox"/>	Expense	Date ▲	Amount
<input checked="" type="checkbox"/>	 Office Supplies 7142 test, Big Rapids, Michigan	06/29/2015	\$1.00

I acknowledge that the detail and amount shown above is a legitimate business expense and is in compliance with University Business Policies. I will also make reasonable attempts to secure/obtain a receipt and to replace the affidavit.

4. The Missing Receipt Affidavit icon will now appear next to the expense that has the Affidavit attached. You can hover over the Affidavit icon to view a copy of the Affidavit or select the Receipt Image tab in the right window.



5. If a copy of the original receipt is found or a duplicate copy from the vendor is obtained, you can delete the Affidavit by first hovering over the Missing Receipt Affidavit icon. Next, a window will appear showing you a copy of the Affidavit. To delete the Affidavit, select 'Detach From Entry' at the bottom right-hand corner of the window.



Adding the Affidavit Using the 'Receipts' button:

1. In the main Expense window, select the 'Receipts' button located at the top of the report in the row of options.

The screenshot shows a web interface for managing expenses. At the top, there are buttons for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A dropdown menu is open under 'Receipts', showing options: 'Receipts Required', 'Check Receipts', 'Attach Receipt Images', 'View Available Receipts', and 'Missing Receipt Affidavit'. A red arrow points to the 'Receipts' button, and another red arrow points to the 'Missing Receipt Affidavit' option. Below the menu, a table lists expenses. The first row is selected and shows: Date: 06/29/2015, Expense: Office Supplies 7142 test, Big Rapids, Michig, Amount: \$1.00. To the right of the table is a form for the selected expense, with fields for Transaction Date (06/29/2015), Vendor Name (test), City (Big Rapids, Michigan), Amount (1.00 USD), and Payment Type (Cash). There is also a checkbox for 'Personal Expense (do not reimburse)'.

2. See steps 3-5 in the previous section.