

1. Overview

The Missing Receipt Declaration should be used when you did not obtain a receipt from the merchant or have misplaced the receipt and have exhausted all methods of obtaining a copy of the receipt, including contacting the vendor and requesting an e-mailed/scanned/faxed copy.

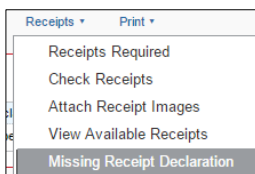
This guide will go through how to complete a Missing Receipt Declaration

2. Adding Missing Receipt Declaration

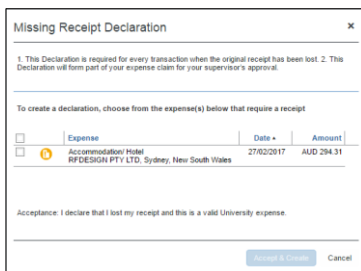
There are two ways of completing a Missing Receipt Declaration:

1. Adding the Missing Receipt Declaration using Receipt Drop-down list

Select Missing Receipt Declaration from the Receipt drop down list



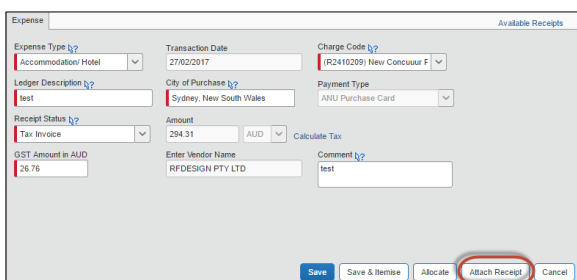
A Missing Receipt Declaration popup box will display



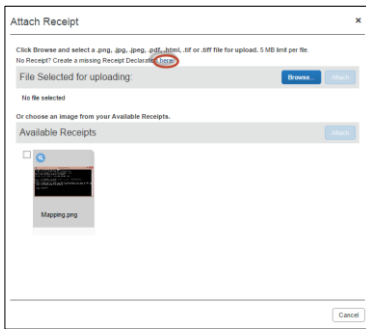
Select the Expense transaction that requires the Missing Receipt Declaration, by ticking the checkbox. Review the declaration and click on **Accept & Create**

2. Adding the Missing Receipt Declaration at the Expense line item

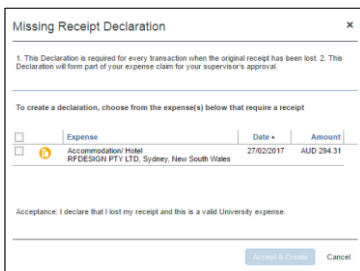
Expense line item window Click on **Attach Receipt**




Click on the link [here](#).




A Missing Receipt Declaration popup box will display




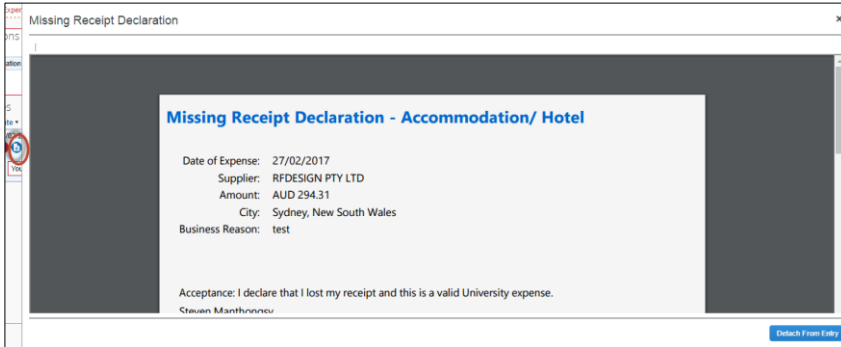
Select the Expense transaction that requires the Missing Receipt Declaration, by ticking the checkbox. Review the declaration and click on 


Note:

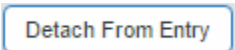
- A Missing Receipt Declaration Icon  will appear next to the expense that has the declaration attached. You can hover over the Icon to view a copy of the declaration or select the receipt image tab on the right
- You will need to update the transaction receipt status to **No Receipt**, when a missing receipt declaration is completed.
- A Delegate cannot add a Missing Receipt Declaration

3. Delete Missing Receipt Declaration

If you have completed a missing receipt declaration and then find the original receipt, you can delete the declaration by hovering over or clicking the Missing Receipt Declaration Icon .



Click on . Alternative Method is to click on Receipt Image tab and click on



4. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

<https://services.anu.edu.au/information-technology/software-systems/concur-expense-management>