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

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
  You will not require a Missing Receipt Declaration for receipts under $82.50 Inclusive of GST.

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