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 Accept & Create

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 Detach From Entry. Alternative Method is to click on Receipt Image tab and click on Detach From Entry.

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