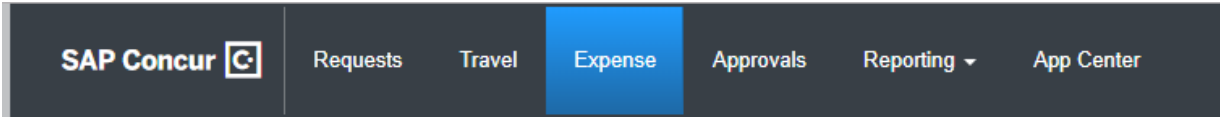


# EXPENSE REPORT: MISSING RECEIPT DECLARATION



**CAL POLY**  
**Strategic Business Services**  
**ADMINISTRATION & FINANCE**

## Missing Receipt Declaration

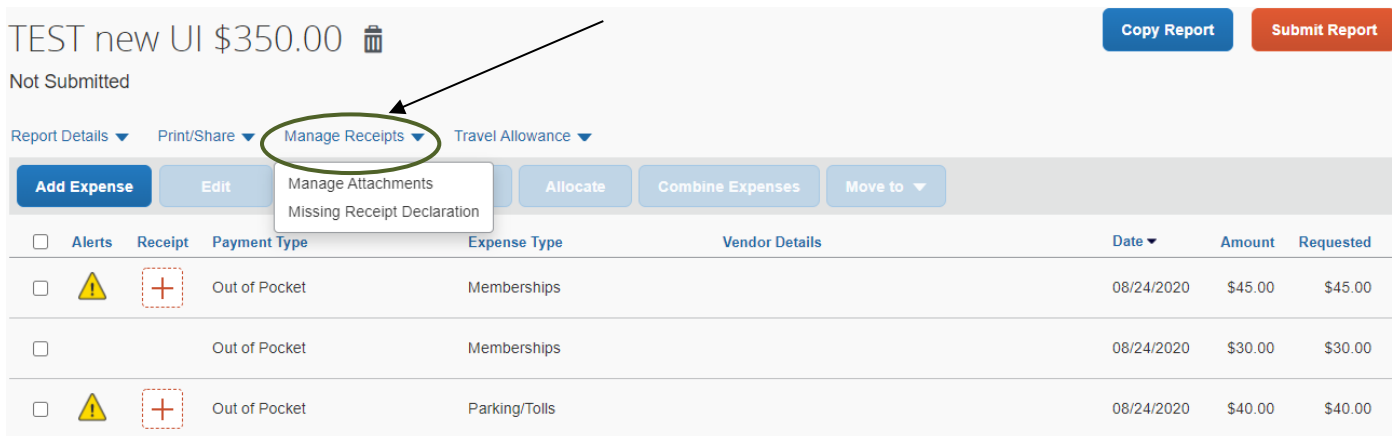
### Lost or Missing Receipt

Receipts are required for all expenses over \$40.00. *Check with your organization for department requirements, which may require receipt at a lower expense, or all receipts. For missing receipts under \$40 (when required by department), a paper Missing Receipt form must be attached.*

**NOTE: CSU Policy does not allow Missing Receipt forms for Air, Hotel, and Car Rental charges. Contact the business for a copy of the receipt to attach.**

If you have an expense \$40 or more without a receipt, Missing Receipt Affidavit is required in order to submit your Expense Report.

1. Start by clicking Manage Receipt in the Expense Report. Then select Missing Receipt Declaration



The screenshot shows an expense report interface. At the top, it displays 'TEST new UI \$350.00' and 'Not Submitted'. There are 'Copy Report' and 'Submit Report' buttons. Below this, there are navigation options: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. The 'Manage Receipts' dropdown menu is open, showing 'Manage Attachments' and 'Missing Receipt Declaration'. Below the menu, there are buttons for 'Add Expense', 'Edit', 'Allocate', 'Combine Expenses', and 'Move to'. A table lists three expenses:

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>	⚠	+	Out of Pocket	Memberships		08/24/2020	\$45.00	\$45.00
<input type="checkbox"/>			Out of Pocket	Memberships		08/24/2020	\$30.00	\$30.00
<input type="checkbox"/>	⚠	+	Out of Pocket	Parking/Tolls		08/24/2020	\$40.00	\$40.00

2. Select the expense that you want to create the receipt declaration for and hit **Accept & Create**

**NOTE: only expenses \$40 and over will show. Expenses under \$40 with no receipt can attach a Missing Receipt Form**

### Create Receipt Declaration x

Adequate documentation must be submitted to substantiate reimbursable University expenses in accordance with IRS rules & regulations. Original receipts must be submitted when available and are considered acceptable support for CSU expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

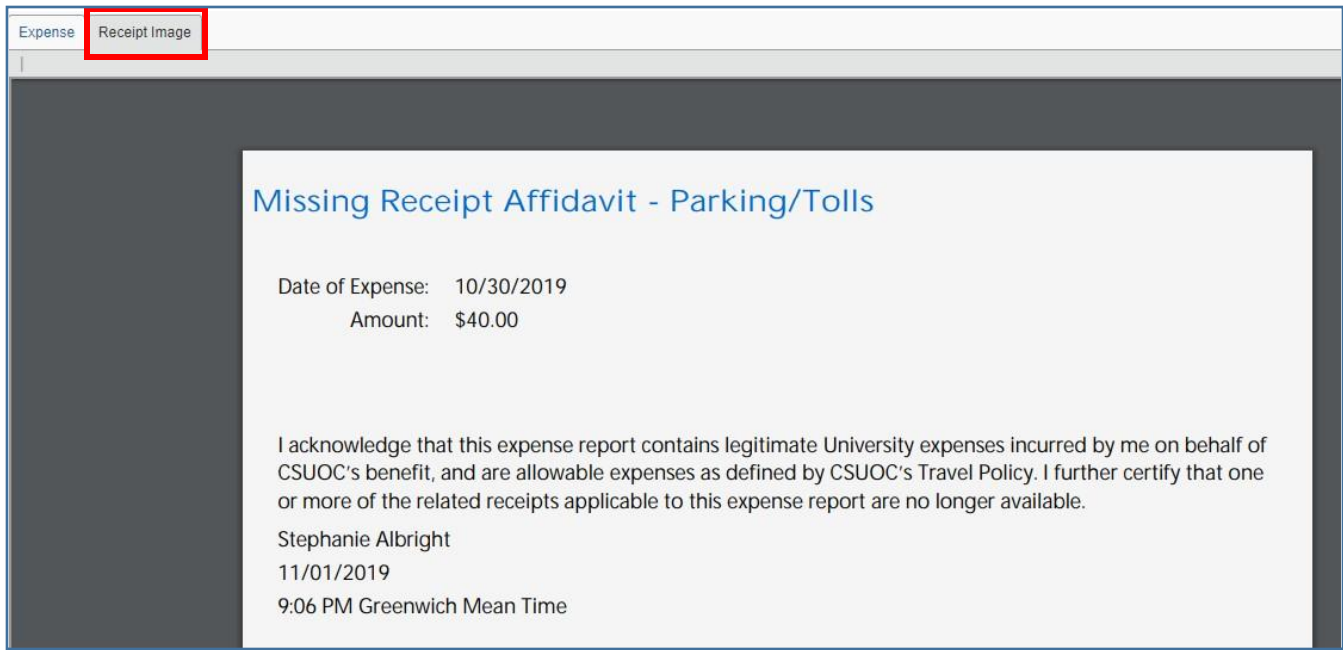
<input type="checkbox"/>	Expense Type	Vendor	Date ▼	Amount
<input type="checkbox"/>	Parking/Tolls		08/24/2020	\$40.00
<input checked="" type="checkbox"/>	Memberships		08/24/2020	\$45.00

**i** I acknowledge that this expense report contains legitimate University expenses incurred by me on behalf of CSU's benefit, and are allowable expenses as defined by CSU's Travel Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Cancel

**Accept & Create**

3. Missing Receipt Affidavit will be created and added as a **Receipt Image**



The screenshot shows a web interface for an expense report. At the top, there is a tab labeled 'Expense' and a sub-tab labeled 'Receipt Image', which is highlighted with a red border. Below the tabs, the main content area displays a form titled 'Missing Receipt Affidavit - Parking/Tolls'. The form contains the following text:

Date of Expense: 10/30/2019  
Amount: \$40.00

I acknowledge that this expense report contains legitimate University expenses incurred by me on behalf of CSUOC's benefit, and are allowable expenses as defined by CSUOC's Travel Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Stephanie Albright  
11/01/2019  
9:06 PM Greenwich Mean Time