



Missing Receipt Declaration

A Missing Receipt Declaration should only be used if you did not obtain a receipt from the merchant and have exhausted all methods of obtaining a copy of the receipt, including contacting the vendor and requesting an emailed/scanned/faxed copy.

The following expense types are not eligible for a Missing Receipt Declaration:

- Airfare
- Lodging
- Rental Cars

To Attach a Missing Receipt Declaration:

1. From your expense report, click the “Manage Receipts” link, and select “Missing Receipt Declaration”.

The screenshot shows the SAP Concur Expense report interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below the navigation bar, there are links for 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. A yellow alert banner at the top indicates 'Alerts: 1'. The main content area shows a report for 'Test \$40.00' with a 'Not Submitted' status. There are 'Copy Report' and 'Submit Report' buttons. Below the report details, there are dropdown menus for 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. The 'Manage Receipts' dropdown is open, showing options for 'Manage Attachments' and 'Missing Receipt Declaration'. Below the dropdown, there are buttons for 'Add Expense', 'Edit', 'Allocate', 'Combine Expenses', and 'Move to'. A table of expenses is displayed with columns for Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table contains two rows of expenses: one for 'Out of Pocket' (Breakfast) and one for 'Out of Pocket' (Parking). The total amount is \$40.00.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>		Out of Pocket	Breakfast	Biloxi, Mississippi	02/08/2022	\$25.00	
<input type="checkbox"/>			Out of Pocket	Parking	Biloxi, Mississippi	02/07/2022	\$15.00
						\$40.00	



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2. A window titled 'Create Receipt Declaration' will appear. Select the expenses you wish to complete a Missing Receipt Declaration for, review the acknowledgement and click "Accept and Create".

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 Mississippi State University 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 checked="" type="checkbox"/>	Expense Type ↑↓	Vendor ↑↓	Date ≡	Amount ↑↓
<input checked="" type="checkbox"/>	Parking	Biloxi, Mississippi	02/07/2022	\$15.00

i I acknowledge that this expense report contains legitimate University expenses incurred by me on behalf of Mississippi State University benefit, and are allowable expenses as defined by Mississippi State University 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**

If you do not see the eligible expense within the Missing Receipt Declaration window, detach any documentation from that expense, and repeat step one.

Note: only the traveler can create and attach a missing receipt declaration to an expense. The delegate will not have the option to create the declaration or attach the declaration.



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