EXPENSE REPORT: MISSING RECEIPT AFFIDAVIT
**Missing Receipt Affidavit**

**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.*

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

Start by clicking Attach Receipt in the Expense

Select the option to create a missing Receipt Affidavit

No Receipt? Create a missing Receipt Affidavit here.
A new window will open to create the **Missing Receipt Affidavit**.
Select the Expense to use and click **Accept and Create**

![Missing Receipt Affidavit](image)

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 CSUOC 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.

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**To create an affidavit, choose from the Expense(s) below that require a Receipt**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline Fees</td>
<td>10/09/2019</td>
<td>$50.00</td>
</tr>
<tr>
<td>American Airlines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospitality</td>
<td>10/30/2019</td>
<td>$100.00</td>
</tr>
<tr>
<td>Parking/Tolls</td>
<td>10/30/2019</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

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.

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[Accept & Create]  [Cancel]
A Missing Receipt Affidavit will be created and added as a Receipt Image