EXPENSE REPORT MENUS: Report Details, Print, Manage Receipts
These menus appear on the expense report.

**NOTE:** The options in these lists are configurable by your company so yours may be different from what is shown here.

Note the following:

- On the **Report Details** menu, most options should be the same as your current menu. The **Report Timeline** option shows approval flow and comments.

- On the **Print/Share** menu, the options should be the same as your current menu.

- On the **Manage Receipts** menu, **Missing Receipt Affidavit** has been changed to **Missing Receipt Declaration**. Use **Manage Attachments** to attach report-level images and view all images.
On the expense report, the icon for the Missing Receipt Declaration appears in the **Receipt** column as shown below.

<table>
<thead>
<tr>
<th>Receipt</th>
<th>Payment Type</th>
<th>Expense Type</th>
<th>Vendor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cash</td>
<td>Taxi</td>
<td>Ace Taxi (Cleveland, Ohio)</td>
</tr>
<tr>
<td></td>
<td>Cash</td>
<td>Client Meal (Meals where clients are present)</td>
<td>Trader Jack's (Wilton, Ohio)</td>
</tr>
</tbody>
</table>