EXPENSE REPORT: MISSING RECEIPT DECLARATION
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

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

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.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Vendor</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking/Tolls</td>
<td></td>
<td>08/24/2020</td>
<td>$40.00</td>
</tr>
<tr>
<td>Memberships</td>
<td></td>
<td>08/24/2020</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

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

Missing Receipt Affidavit - Parking/Tolls

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