MISSING A RECEIPT

Overview: In the event a receipt cannot be obtained or the receipt is lost and cannot be duplicated (but is required), Duke allows the employee to submit a Missing Receipt Declaration through Concur in lieu of providing the actual receipt. Review Duke’s policy surrounding Lost or Missing Receipts for more information.

Please note: Expense reports cannot be submitted without receipts attached to most Duke expense types at the individual entry level. The Missing Receipt Declaration should be used on an exception basis. Employees who frequently misplace receipts, should be encouraged to review the options for submitting receipts in Concur.

Generating the Missing Receipt Declaration

Please note: The Missing Receipt Declaration must be created by the employee. It cannot be created by an Expense Delegate.

Step 1

From the Expense section, select Manage Receipts. From the drop-down menu, select Missing Receipt Declaration.

Notice the exception message that appears when no receipt is attached.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Step 2

Review the **Missing Receipt Declaration** thoroughly and select the appropriate expenses. Once the review is complete, select **Accept & Create**.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Vendor</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinner</td>
<td>Chili's Bar &amp; Grill</td>
<td>03/22/2022</td>
<td>$52.14</td>
</tr>
</tbody>
</table>

I acknowledge that this expense report contains legitimate Duke expenses incurred by me on behalf of Duke and are allowable expenses as defined by Duke University Travel Policy. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract and is not for the purchase of unallowable costs, including alcoholic beverages. I further certify that one or more of the related receipts applicable to this expense report are no longer available and have not been reimbursed to me from any other source.

[Accept & Create]
MISSING A RECEIPT

Step 3

Once created, a pop-up black box briefly displays at the bottom of the screen indicating the receipt declaration has been attached. Select the icon now associated with the receipt to access the **Receipt Image** to view the Missing Receipt Declaration.

The Missing Receipt Declaration icon accesses the image.

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Step 4

The employee can continue creating or reviewing the report. Once it is complete, select **Submit Report** to send the report into the approval workflow.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Helpful Hint

An employee can also access the Missing Receipt Declaration from the expense.

Select the Attach Receipt Image icon under the Receipt column. From the Attach Receipt pop-up box, select the Missing Receipt Declaration hyperlink to launch the Create Receipt Declaration screen.