**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 Affidavit 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 Affidavit 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 Affidavit**

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

**Step 1**

*From the Expense section, select Receipts. From the drop-down menu, select Missing Receipt Affidavit.*

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 Affidavit** thoroughly and select the appropriate expenses. Once the review is complete, select **Accept & Create**.

**Missing Receipt Affidavit**

Adequate documentation must be submitted to substantiate Duke expenses in accordance with IRS rules & regulations. Original receipts are required and are considered acceptable support for Duke expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted to substantiate the expense. The missing receipt affidavit should not be used for airfare, hotel/lodging, registration/membership fees, rental car, local restaurants or vendors where a duplicate receipt can be obtained.

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>Lunch</td>
<td>10/02/2019</td>
<td>$7.26</td>
</tr>
</tbody>
</table>

SALADELIA CAFE, Raleigh/Durham, North Carolina

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. I certify that the claimed expenses comply with the conditions of the grant or contract 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] [Cancel]
MISSING A RECEIPT

Step 3

Once created, a pop-up window briefly displays indicating that the receipt affidavit has been created. Select the icon now associated with the receipt to access the Receipt Image to view the Missing Receipt Affidavit.

The Missing Receipt Affidavit icon accesses the image.

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 Affidavit** from the expense.

Select **Attach Receipt** found at the bottom right of the expense screen. From the **Attach Receipt** pop-up box, select the **here** hyperlink to launch the **Missing Receipt Affidavit** screen.