## **Missing Receipts**

Note: Only one Missing Receipt is allowed per travel report.

- 1. If a receipt is missing you are required to submit a missing receipt affidavit. From the expense report click Receipts.
- 2. Select Missing Receipt Affidavit.
- **3.** Select the expense that requires the receipt.
- 4. Click Accept & Create.
- 5. A confirmation will display.

