An itemized receipt is required for all procurement card transactions on the General Expense Policy and for all travel procurement card transactions $25.00 or more on the General Travel Policy. An itemized invoice/receipt is also required for all travel expenses to be reimbursed to the employee.

Workflow

If an invoice/receipt is lost or not received by the cardholder/traveler for $75.00 or less, a missing receipt declaration can be completed by the cardholder/traveler as long as the missing receipt is not for Airfare, Car Rental, Hotel, or Registration Fees.

Create the appropriate report and add the expense to the report. Complete all required fields except the attachments. From the report summary page, click the check box to the left of the expense missing the receipt.

NOTE: Only the cardholder or the traveler can complete a missing receipt declaration. Also, only 3 missing receipt declarations can be completed by the cardholder or traveler in a 12-month period.
Click on the down arrow to the right of Manage Receipts. Click on Missing Receipt Declaration.

On the Create Receipt Declaration pop-up box, read the message and click the check box to the left of the expense that is missing a receipt.

Click Accept and Create.

A new icon will appear reflecting the Missing Receipt Declaration has been added to the report.

NOTE: If a Missing Receipt Declaration has been completed for a Business Meal or Refreshments, a discretionary cost center must be used for the expense allocation.