

# Columbia University Finance Training

## Job Aid: Adding a Missing Receipt Declaration to a Concur Expense Item

This job aid demonstrates how to add a Missing Receipt Declaration for those Expense Items missing required receipts along with any other supporting documentation that may be needed. Original receipts must be provided for all air, lodging, and rental car expenses. For all other expense types, receipts must be provided if the expense is equal to or in excess of \$50. Payee justification is required and a Missing Receipt Declaration must be added for Expense Items missing required receipts. **The Missing Receipt Declaration must be added by the payee and cannot be added by a preparer delegate or approver.**

### Adding a Missing Receipt Declaration to a Concur Expense Item

1. When viewing the Expense list in your Expense Report, where one or more Expense items are missing receipts, click the **Manage Receipts** drop down menu and select **Missing Receipt Declaration**.

The screenshot shows the SAP Concur interface for an expense report titled "Team Meeting \$100.00". The "Manage Receipts" dropdown menu is open, showing options for "Manage Attachments" and "Missing Receipt Declaration". The expense list below shows two items: "Instructional Supplies" for \$60.00 and "Printing/Photocopying" for \$40.00. A yellow warning icon is present in the "Receipt" column for the first item.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Cash/Personal Credit Card	Instructional Supplies		10/05/2020	\$60.00
<input type="checkbox"/>		Cash/Personal Credit Card	Printing/Photocopying		10/05/2020	\$40.00
						<b>\$100.00</b>

The Create Receipt Declaration appears.

The "Create Receipt Declaration" dialog box is shown. It contains a table with the following data:

Expense Type	Vendor	Date	Amount
<input checked="" type="checkbox"/> Instructional Supplies		10/05/2020	\$60.00

Below the table is a checkbox for "I certify that these expenses were actual and reasonable and incurred in accordance with University policy for the official business of Columbia University." and an "Accept & Create" button.

2. Select the **checkboxes** for the Expense Items missing receipts and click **Accept & Create**. The Receipt column displays the Missing Receipt Declaration icon.

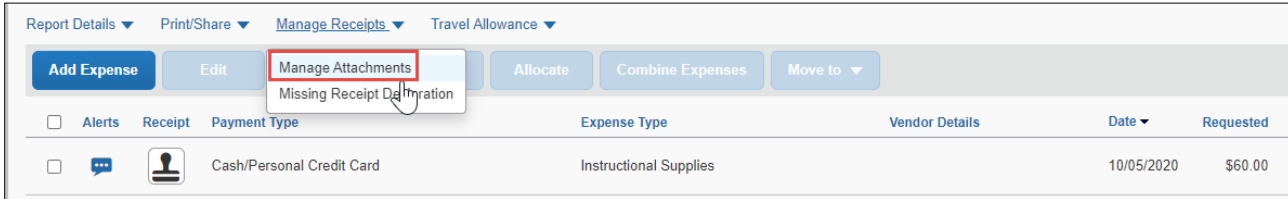
The screenshot shows the same expense report as before, but now the "Receipt" column for the "Instructional Supplies" item contains a person icon, indicating that a Missing Receipt Declaration has been added.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Cash/Personal Credit Card	Instructional Supplies		10/05/2020	\$60.00
<input type="checkbox"/>		Cash/Personal Credit Card	Printing/Photocopying		10/05/2020	\$40.00
						<b>\$100.00</b>

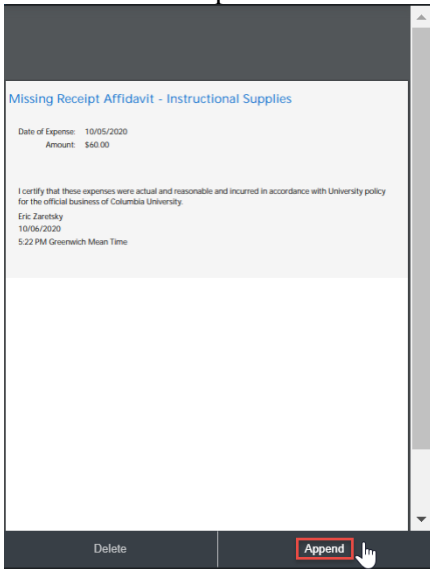
### Adding Additional Documentation

If you added a Missing Receipt Declaration to an Expense Item, you cannot append any supporting or additional documentation that may be required or helpful (i.e., itineraries, conference programs, credit card receipts, etc.) to the Expense Item. Instead, you can add additional documentation at the Report level as follows:

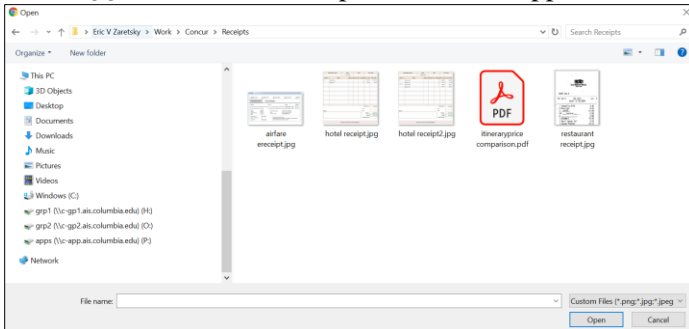
1. Click the **Manage Receipts** drop down menu and select **Manage Attachments**.



The Receipts Viewer window appears displaying the Missing Receipt Declaration and any other receipts already attached to the Report.



2. Click **Append**. Your File Explorer window appears.



3. Search and select the desired the document and the click **Open**. The document is added to the Receipt Viewer. You can click outside the Receipt Viewer to return to Expense Report Items.

### Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>