

The screenshot shows the CONCUR web application interface. The main heading is "Missing Receipt". Below it are navigation links: "New Expense", "Quick Expenses", "Available Expenses", "Details", "Receipts", and "Print / Email". There are buttons for "Delete Report" and "Submit Report".

The "Expenses" table has columns: "Date", "Expense", "Amount", and "Requested". A "New Expense" form is open, showing:

- Expense Type: Parking
- Enter Vendor Name: [Empty field]
- Payment Type: Cash/Out of Pocket
- Personal Expense (do not reimburse)
- Transaction Date: March 2015 (with a calendar showing the 31st selected)

A callout box with a blue border contains the text: "Click on the expense that is missing a receipt." At the bottom of the form, there are buttons for "Save", "Itemize", "Allocate", "Attach Receipt", and "Cancel". Summary statistics at the bottom show "TOTAL AMOUNT \$0.00" and "TOTAL REQUESTED \$0.00".

In the event an employee loses a receipt, he may document the lost receipt by utilizing the Missing Receipt Affidavit for expenses not to exceed \$50. The Missing Receipt Affidavit is used in place of the actual receipt.

File Edit View History Bookmarks Tools Help

Expense Center CTE Customer Portal

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CONCUR Requests Travel **Expense** Approvals Reporting Administration Help Profile

Manage Expenses Cash Advances Process Reports

Missing Receipt

Delete Report Submit Report

+ New Expense + Quick Expenses Available Expenses Details Receipts Print / Email

Expenses

<input type="checkbox"/>	Date	Expense	Amount	Move	Delete	Co
Adding New Expense						

Receipts Required
Check Receipts
Attach Receipt Images
View Available Receipts
Missing Receipt Affidavit

Available Receipts

Transaction Date (Required field)

City of Purchase

Payment Type
Cash/Out of Pocket

Amount
USD

Personal Expense (do not reimburse)

Comment

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Save Itemize Allocate Attach Receipt Cancel

Click on Receipts. Drop down menu will appear. Click on the Missing Receipt Affidavit.

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CONCUR Requests Travel Expense Approvals Reporting Administration Help Profile

Manage Expenses Cash Advances Process Reports

Missing Receipt Affidavit

+ New Expense + Quick Expenses

Expenses

Adding New Expense

Date	Expense
04/01/2015	Parking

To create an affidavit, choose from the Expense(s) below that require a Receipt

	Expense	Date	Amount
<input type="checkbox"/>	Parking	04/01/2015	\$25.00

I certify that I incurred the expense being requested for reimbursement and do not have a copy to attach for documentation. Missing receipt affidavit limited to expenses not to exceed \$50.00.

Accept & Create Cancel

Follow the directions listed.

TOTAL AMOUNT \$25.00 TOTAL REQUESTED \$25.00

01. Travel Expenses
Car Maintenance/Repairs
Hotel
Incidentals