

## Missing Receipt Guidelines

If a transaction amount is less than \$50, users are **not** required to complete the missing receipt affidavit, regardless of expense type. For amounts less than \$50, the expense type will **not** be listed in the Create Receipt Declaration form.

### Example

The below user spent \$25 on fuel, and did not upload a receipt:

<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑
<input type="checkbox"/>			Employee Paid	Fuel	Citgo Dallas, Texas	02/05/2024	\$25.00

In the Create Receipt Declaration form for this report, the \$25 expense was **not** listed, because amounts less than \$50 do **not** require the missing receipt affidavit:

### Create Receipt Declaration

A receipt is required for this expense. If you are missing your receipt please use this missing receipt affidavit.  
To create a Missing Receipt Declaration, select the expenses below that require a receipt.

<input type="checkbox"/>	Expense Type↓↑	Vendor↓↑	Date↓↑	Amount↓↑
<input type="checkbox"/>	Airfare	Adam Air	02/05/2024	\$66.00
<input type="checkbox"/>	Hotel/Lodging	Allstar Hotels	02/05/2024	\$78.00
<input type="checkbox"/>	Seminar/Conference Registration	test	02/05/2024	\$50.00

**i** I hereby declare that I have lost or accidentally destroyed or failed to receive the original receipt. I further declare that a) I have not and will not use this receipt (if subsequently found or received) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future; b) that this is a legitimate expense incurred on behalf of approved TCU business; and c) expenses exceeding \$75 that do not have adequate substantiation may be reported as taxable income on the individual's W-2.

[Cancel](#) [Accept & Create](#)

There are several expense types where users are required to upload a receipt, and the missing receipt affidavit **cannot** be used if the expense is \$50 or greater. These expense types are:

Airfare	Hotel/Lodging - Advance Deposit	Training/Workshop Fees
Car Rental	Hotel/Lodging - Alternative Lodging	Relocation Expenses
Hotel/Lodging	Hotel/Lodging - Group Travel	
Hotel/Lodging - Tax	Seminar/Conference Registration	

To report the above expense types, users must contact the supplier and obtain an itemized receipt and attach it to the expense line in Concur. The Concur alert will clear upon submission of the report. Concur audit rules will not allow report submission without a receipt. *Do **NOT** attach any other documentation such as a printed missing receipt affidavit or bank statement to the expense in Concur.*

**Note: Expenses exceeding \$75, with a missing receipt affidavit in lieu of an actual receipt, may be reported as taxable income on your W-2.**