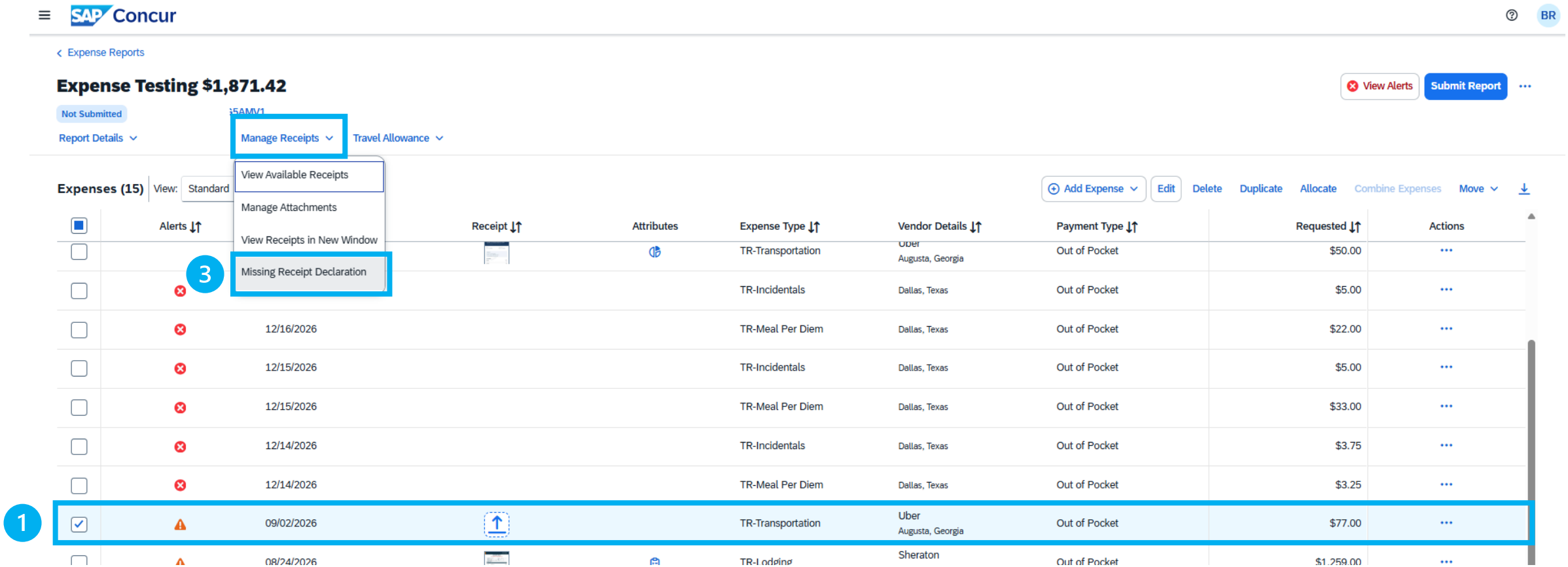
Creating an Expense Report – Missing Receipt Declaration

Lost Receipt?

- **Lost a receipt? Concur allows you to submit a Missing Receipt Declaration for eligible expenses charged to a cost center.**
  1. Select the expense that you do not have the receipt for
  2. Click **Manage Receipts**
  3. Select **Missing Receipt Declaration**



Creating an Expense Report – Missing Receipt Declaration

Lost Receipt?

1. **Select the expense** for which you do not have a receipt.
2. Click **Accept & Create** to generate the Missing Receipt Declaration.
3. The Missing Receipt Declaration will automatically be attached to the selected expense in your expense report.
    - To view the declaration, select the expense and it opens in the Receipt Viewer.

