

## MISSING RECEIPT DECLARATION

In the event a receipt cannot be obtained or the receipt is lost and cannot be duplicated (but is required), UF allows the employee to submit a Missing Receipt Declaration through UF GO in lieu of providing the actual receipt. Users should attempt to secure a duplicate from the vendor whenever possible. Excessive use of this feature may result in future expenses not being eligible for reimbursement.

### NAVIGATION

Access UF GO via [ONE.UF](#), [myUFL](#), or the [SAP Concur mobile app](#)

- **ONE.UF:** Log in to <https://one.ufl.edu> > Select **UF GO** under the Faculty/Staff section
- **myUFL:** [my.ufl.edu](#) > My Self Service > **UF GO Travel and PCard**

### LOGGING IN

1. Enter [gatorlink@ufl.edu](#) and click **Next**
2. Click **Sign in with University of Florida SSO** link
3. Enter **UF gatorlink** and **password**

**Note:** If you are already signed-in to myUFL or other UF system, this step will automatically skip.

### STEPS

1. Click on the **Expense** module
2. Click on the **Expense Report name** or create new report
3. Click on **Manage Receipts**
4. Select **Missing Receipt Declaration**
5. Review declaration information
6. Click on the **check box** of the expense missing the receipt
7. Click **Accept & Create**

You have now completed the **Missing Receipt Declaration** and this will serve as your receipt for the expense. When ready, submit your expense report.

The screenshot shows the top navigation bar with links: Report Details, Print/Share, Manage Receipts, and Travel A. Below this is a section with buttons: Add Expense, Edit, and a dropdown menu. The dropdown menu is open, showing options: Manage Attachments, View Receipts in New Window, and Missing Receipt Declaration (highlighted with a yellow box). Below the dropdown are checkboxes for Alerts, Receipt, and Pa.

The screenshot shows the 'Create Receipt Declaration' form. It contains a paragraph of text explaining the requirement for adequate documentation. Below the text is a section titled 'To create a Missing Receipt Declaration, select the expense' with a list of checkboxes. The checkbox for 'Conferences/Seminar/Workshop Registration' is highlighted with a yellow box.

### FOR ADDITIONAL ASSISTANCE

#### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](mailto:helpdesk.ufl.edu)

#### Travel Policies and Directives

Travel Office  
352-392-1241  
[travel@ufl.edu](mailto:travel@ufl.edu)

#### PCard Policies & Questions

PCard Team  
352-392-1331  
[pcard@ufl.edu](mailto:pcard@ufl.edu)