# 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
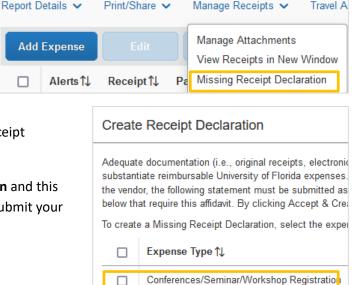3. Enter **UF gatorlink** and **password**

**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.





## FOR ADDITIONAL ASSISTANCE

| Technical Issues | Travel Policies and Directives | PCard Policies & Questions |
|---|---|---|
| The UF Computing Help Desk | Travel Office | PCard Team |
| 352-392-HELP | 352-392-1241 | 352-392-1331 |
| helpdesk.ufl.edu | travel@ufl.edu | pcard@ufl.edu |