

MISSING RECEIPT DECLARATION

In the event a receipt for a PCard charge cannot be obtained or the receipt is lost and cannot be duplicated, 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 suspension or revocation of the PCard. Please reference the PCard [Receipt Requirements](#) on the PCard website for more information on what constitutes acceptable forms of documentation.

In accordance with the Travel & Expense Receipt Requirements, the Missing Receipt Declaration is not available in UF GO for expenses with the Payment Type of Personal Funds. See the [UF Travel Directives](#) for more information on what documentation is required if a receipt is not available.

Note: Only the user can complete the Missing Receipt Declaration; a delegate cannot accept it on their behalf.

NAVIGATION

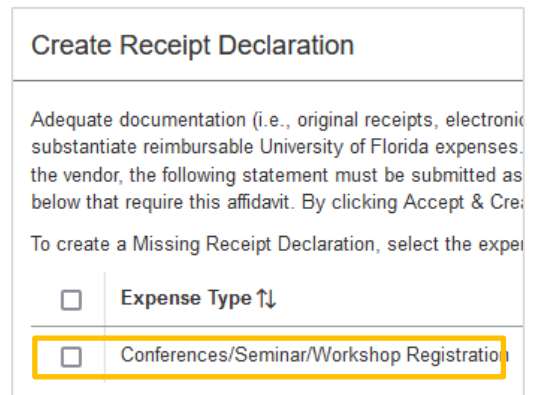
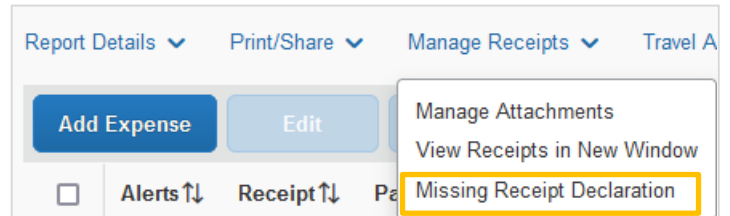
Access UF GO via [ONE.UF](#), [myUFL](#), [Concur website](#) or the [SAP Concur mobile app](#)

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

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

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

Travel Policies and Directives

Travel Office
352-294-1114
[Contact Form](#)

PCard Policies & Questions

PCard Team
352-392-1331
[Contact Form](#)