

DECLARATION FOR MISSING RECEIPT

Use this template to document a legitimate business expense when the original receipt is unavailable. Workers to complete all sections and submit to Supervisor for signature. The signed Declaration is then uploaded into SAP Concur mobile app as evidence of the financial transaction.

Full Name	
Role	

TRANSACTION DETAILS	
Cost Centre	
House Name	
Transaction Date	
Amount	
Description of Expense	
Supplier / Shop Name	

REASON/S FOR MISSING RECEIPT
<input type="checkbox"/> Supplier / Shop did not issue a receipt at the time of purchase. <input type="checkbox"/> Receipts are not typically provided (e.g., public transport, small vendor, toll). <input type="checkbox"/> Receipt was lost, misplaced, or damaged beyond readability. <input type="checkbox"/> Electronic receipt provided but cannot be recovered (e.g., system issue, inaccessible email). <input type="checkbox"/> Other (please specify):

WORKER DECLARATION				
I declare that: <ul style="list-style-type: none"> The information I provided above is true and accurate. The expense being claimed is legitimate and work-related. Any false declaration constitutes a breach of the Identitywa Credit Card Policy & Procedure and may result to disciplinary action including and up to termination of employment. 				
Name		Signature		Date
SUPERVISOR APPROVAL				
Name		Signature		Date