

## Appendix 2 – Missing Receipt Declaration

### ***Login to Concur***

Select the relevant transaction/s that are under AU\$82.50

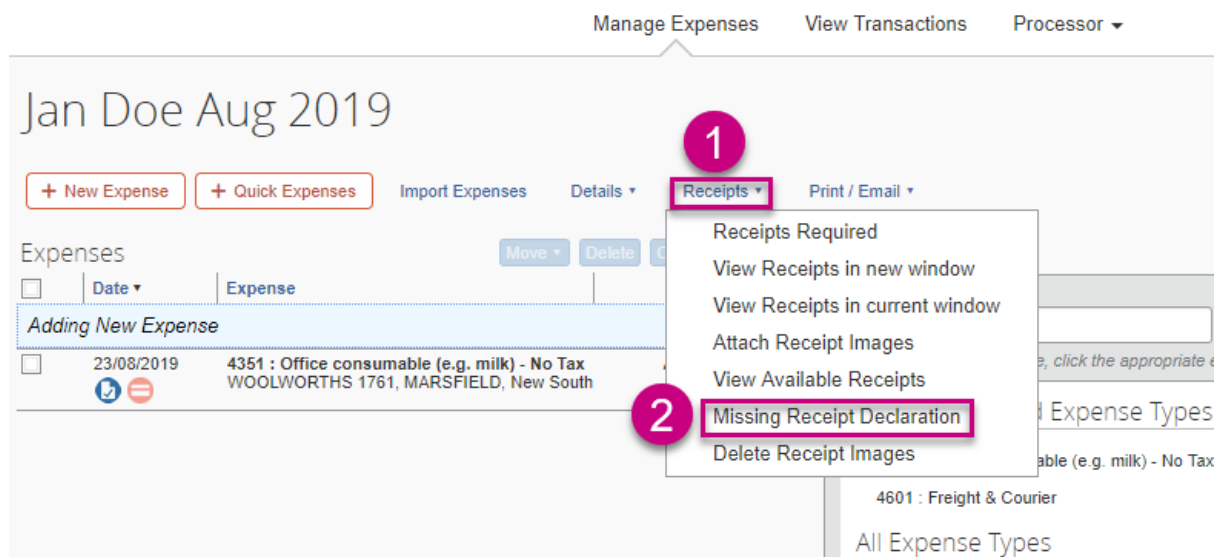
Select Receipts (below report name)

Select Missing Receipt Declaration

Select the appropriate transactions, read the declaration and, if you agree, select Accept & Create).

Refer Table 1: Missing Receipt Declaration for an example of the flow.

*Table 1: Missing Receipt Declaration*



The screenshot shows the Concur interface for 'Jan Doe Aug 2019'. At the top, there are navigation tabs: 'Manage Expenses', 'View Transactions', and 'Processor'. Below the header, there are buttons for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. The 'Receipts' button is highlighted with a red box and a red circle containing the number '1'. A dropdown menu is open from the 'Receipts' button, listing several options: 'Receipts Required', 'View Receipts in new window', 'View Receipts in current window', 'Attach Receipt Images', 'View Available Receipts', 'Missing Receipt Declaration', and 'Delete Receipt Images'. The 'Missing Receipt Declaration' option is highlighted with a red box and a red circle containing the number '2'. Below the dropdown, there is a table of expenses. The first row is highlighted in blue and shows an expense for '23/08/2019' with the description '4351 : Office consumable (e.g. milk) - No Tax WOOLWORTHS 1761, MARSFIELD, New South'. To the right of the table, there are sections for 'Expense Types' and 'All Expense Types'.