Submitting an Expense Without a Receipt

How to submit a P-Card expense or reimbursement when you are missing the receipt

- **1** Once you have entered the information like you would for any other Expense Item select the **Receipt missing** box
- **2** Attach a missing receipt form. You can download a blank form at https://gmhec.org/wp-content/uploads/2023/01/Missing-Receipts-Form.docx
- **3** Click **Save and Close**

- **4** Check the box for your expense item
- **5** Check the large **+** to Create an Expense Report

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- **6** If you see these error messages click into the item by clicking on the blue date

- **7** Click **OK** on the **Error** message
- **8** Enter a brief explanation in the **Justification** Box.
  - Example: Receipt lost and the company has gone out of business, therefore obtaining a reprint of the receipt is not possible
- **9 Save and Close**

- **10** Check the box confirming you have read and accept the corporate travel and expenses policies

- **11** Click **Submit**

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If you have any questions or need any assistance, please contact Accounts Payable at: ap@gmhec.org