

Submitting an Expense Without a Receipt

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

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Pcard - Purchases 12-Mar-2024

* Date: 12-Mar-2024

* Type: Pcard - Purchases

* Expense Location: United States

* Amount: USD 3,257.00

Description: CATERING FOR END OF YEAR EVENT

* Merchant Name: The Mud Room

Attachments: Drag files here or click to add attachment (2)

Receipt missing (1)

Account: 100-2002-54200-10-000000-00000-001

* Designation: 000000

Buttons: Add to Report, Save and Close, Cancel

- **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**

Travel and Expenses

Expense Reports

Create Report (1 item)

Pending Approval
GMHEC_EXP_000610443321
Assigned to Nancy Davila-Groveman (...)
1 item 13.00 USD

Available Expense Items (1)

Do NOT use the Create Item button for a transaction that was made on your school p-card: By clicking the Create Item button, you are requesting a reimbursement -- a payment made directly to you for job-related costs incurred.

Date	Type	Amount	Merchant	Location	Description	Attachments
12-Mar-2024	Pcard - Purchases	3,257.00 USD	The Mud Room	United States	CATERING FOR END OF YEAR EVENT	(1)

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

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Create Expense Report

Purpose

Attachments None

Report Total 3,257.00 USD

I have read and accept the corporate travel and expense policies.

Expense Items (1)

Actions + Create Item Add Existing Apply Account

Date	Type	Amount	Merchant	Location	Description	Attachments
12-Mar-2024	Pcard - Purchases	3,257.00 USD	The Mud Room	United States	CATERING FOR END OF YEAR EVENT	(1)

Missing required fields

Missing receipt 6

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

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Pcard - Purchases 12-Mar-2024 Show Errors

Date 12-Mar-2024

Type Pcard - Purchases

Expense Location United States

Amount USD 3,257.00

Reimbursable Amount 3,257.00 USD

Description CATERING FOR END OF YEAR EVENT

Merchant Name The Mud Room

Justification

Save and Close Cancel

9

Error

Messages for this page are listed below.

Amount This expense item requires a receipt over 25.00 USD. (EXM-630014)

Justification You must enter a justification for the missing receipt. (EXM-630015)

7 OK

Sodexo 2024-25 Orientation.pdf (774.23 KB)

Receipt missing

Account 100-2002-54200-10-000000-00000-001

Designation 000000

- 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**

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Expense Report: GMHEC_EXP_000610443442

Purpose

Attachments None

Status Saved

Report Total 3,257.00

Terms and agreement check box

I have read and accept the corporate travel and expense policies.

10

Expense Items (1)

Actions + Create Item Add Existing Apply Account

Date	Type	Amount	Merchant	Location	Description	Attachments
12-Mar-2024	Pcard - Purchases	3,257.00 USD	The Mud Room	United States	CATERING FOR END OF YEAR EVENT	(1)

Missing receipt

- 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**