

A man in a dark suit and trousers stands with his back to the camera, holding a silver rolling suitcase. He is looking out of a large window at an airport tarmac where a Boeing 747 is taking off. The sky is blue with some clouds. In the foreground, there are rows of empty airport-style seats. A semi-transparent yellow rectangle is overlaid on the left side of the image, containing the text 'Expenses claims'.

Expenses claims


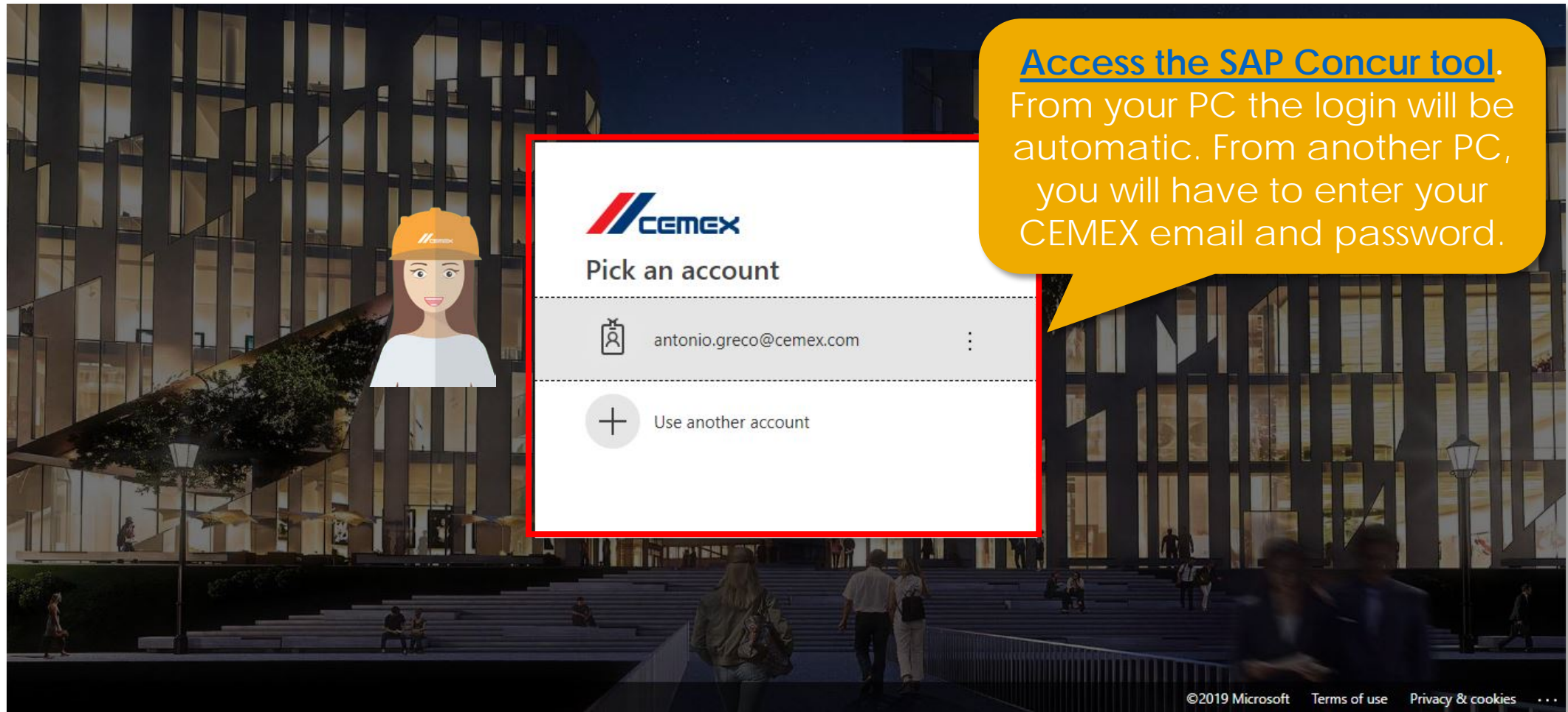
SAP Concur 


 CEMEX




Attach a missing Receipt Affidavit


Access to SAP Concur





Pick an account

 antonio.greco@cemex.com

 Use another account

[Access the SAP Concur tool.](#)
From your PC the login will be automatic. From another PC, you will have to enter your CEMEX email and password.

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Credit card /Cash expense affidavit


SAP Concur


Expense

App Center

Help

Profile





Hello, User.UK1

+

Start a Report

+

Upload Receipts

03

Available Expenses

14

Open Reports

MY TASKS

03

Available Expenses

→

10/01

TAXI MARI CARMEN

EUR 25.00

10/01

UBER TRIP HELP.UBER.COM

EUR 5.25

10/01

UBER TRIP HELP.UBER.COM

EUR 2.00

14

Open Reports

→

01/27

Test Report

£20.00

11/28

Personal Mileage

11/28

mileage

11/27

testmilgdec

£10.00

11/26

TEST

£10.00

Credit card /Cash expense affidavit

SAP Concur Expense App Center

Manage Expenses View Transactions

Test Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense

Expense Type: Parking Transaction Date: 02/02/2020 Business Purpose: Business Purpose Enter Vendor Name: Vendor Name City of Purchase: London, Greater London

Payment Type: Cash Amount: 20.00 GBP Calculate Tax

Parking Type: Off Street/Multi-Storey VAT Number:

Receipt Status: Receipt

TOTAL AMOUNT: £0.00 TOTAL REQUESTED: £0.00

Save Customize Allocate Attach Receipt Cancel

The Receipt Status should be "Receipt" or "Tax Receipt"

Credit card /Cash expense affidavit

SAP Concur Expense App Center

Manage Expenses View Transactions

Test Report

Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email Hide Exceptions

Expense Type	Date	Amount	Exception
Parking	02/02/2020	£20.00	NORCTENT - Upload your receipts to each expense item using Attach receipt option.

Expenses

Expense Type	Date	Amount	Requested
Parking	02/02/2020	£20.00	£20.00

NORCTENT - Upload your receipts to each expense item using Attach receipt option.

Expense

Expense Type: Parking Transaction Date: 02/02/2020 Business Purpose: Business Purpose Enter Vendor Name: Vendor Name City of Purchase: London, Greater London

Payment Type: Cash Amount: 20.00 GBP Calculate Tax

Receipt Status: Receipt

Parking Type: Off Street/Multi-Storey VAT Number:

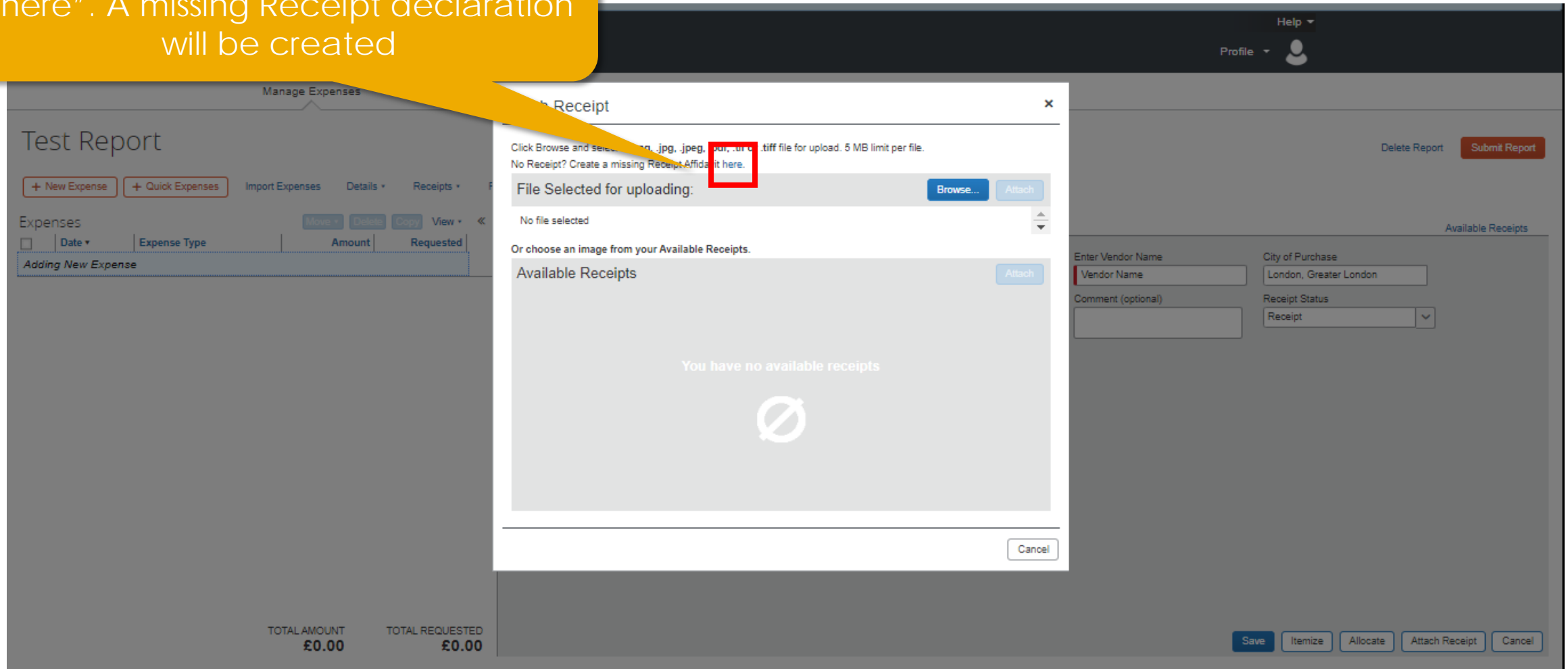
TOTAL AMOUNT £20.00 TOTAL REQUESTED £20.00

Save Itemize Allocate Attach Receipt Cancel

1. As the Receipt Status was "Receipt" or "Tax Receipt" the employee should attach a document

Credit card / Cash expense affidavit

If you lost the receipt, please click on "here". A missing Receipt declaration will be created



The screenshot shows the SAP Concur 'Manage Expenses' interface. A modal window titled 'Add Receipt' is open. Inside the modal, there is a text input field for 'File Selected for uploading:' with a 'Browse...' button. Below this, it says 'No file selected'. There is also a section for 'Available Receipts' with an 'Attach' button. A message in the center of the 'Available Receipts' section states 'You have no available receipts' with a circular icon containing a diagonal line. At the bottom of the modal is a 'Cancel' button. In the background, the 'Test Report' form is visible, showing fields for 'Vendor Name', 'City of Purchase', 'Comment (optional)', and 'Receipt Status'. The 'Receipt Status' dropdown is set to 'Receipt'. At the bottom of the background form, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. The bottom of the screen shows a summary with 'TOTAL AMOUNT £0.00' and 'TOTAL REQUESTED £0.00'.

Credit card / Cash expense affidavit

SAP Concur Expense App Center

Manage Expenses View Transactions

Test Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Exceptions

Expense Type	Date	Amount	Exception
Parking	02/02/2020	£20.00	NORCTENT - Upload your receipts to each expense item using

Expenses

✓	Date ▼	Expense Type	Amount	Requested
✓	02/02/2020	Parking Vendor Name, London, Greater	£20.00	£20.00

NORCTENT - Upload your receipts to each expense item using Attach receipt option.

TOTAL AMOUNT £20.00 TOTAL REQUESTED £20.00

Missing Receipt Affidavit

A receipt is required for this expense. If you are missing your receipt please use this missing receipt affidavit.

To create an affidavit, choose from the Expense(s) below that require a Receipt

✓	Expense Type	Date ▲	Amount
✓	Parking Vendor Name, London, Greater London	02/02/2020	£20.00

Acceptance: I certify that I lost my receipt and this is a valid business expense.

Accept & Create Cancel

Enter Vendor Name
Vendor Name

City of Purchase
London, Greater London

VAT Amount in GBP
3.33

Comment (optional)

Available Receipts

Save Itemize Allocate Attach Receipt Cancel

Credit card / Cash expense affidavit

SAP Concur

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+ New Expense

+ Quick Expenses

Import Expenses

Details

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Expenses

Move

Delete

Copy

View

Expense

Receipt Image

Available Receipts

<input checked="" type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	02/02/2020	Parking Vendor Name, London, Greater	£20.00	£20.00

Missing Receipt Affidavit - Parking

Date of Expense: 02/02/2020

Vendor: Vendor Name

Amount: £20.00

City: London, Greater London

Business Reason: Business Purpose

Acceptance: I certify that I lost my receipt and this is a valid business expense.

User.UK1 Test

02/05/2020

2:28 PM Greenwich Mean Time

TOTAL AMOUNT

£20.00

TOTAL REQUESTED

£20.00

Detach From Entry

Missing Receipt Affidavit created successfully. You can find that the receipt ticket icon is different from the normal one.



Thank you!

Visit our [SharePoint site](#) to review more training materials!

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