CSUN | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

CSUN Travel

eTRAVEL REIMBURSEMENT
EXPENSE MISSING RECEIPT

University Hall 365
Phone: (818) 677-2945
Fax: (818) 677-4581

PROVIDING JUSTIFICATION

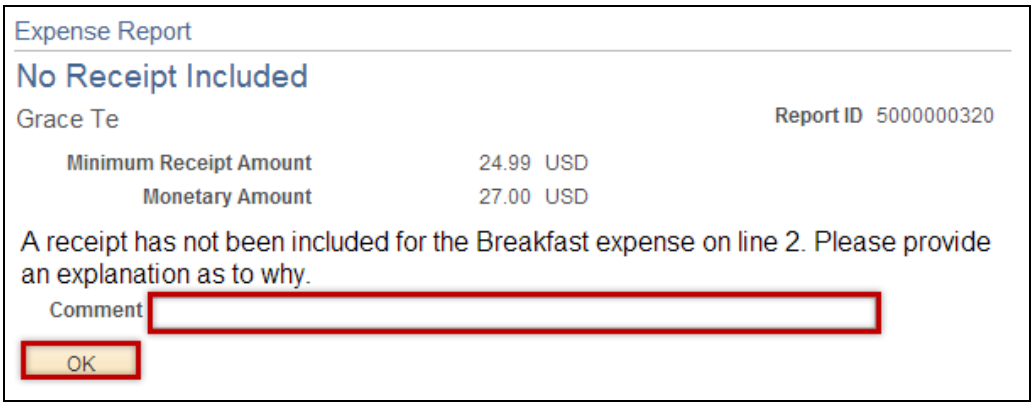
If there is a missing receipt for an expense of $25.00 and over, justification will be required.

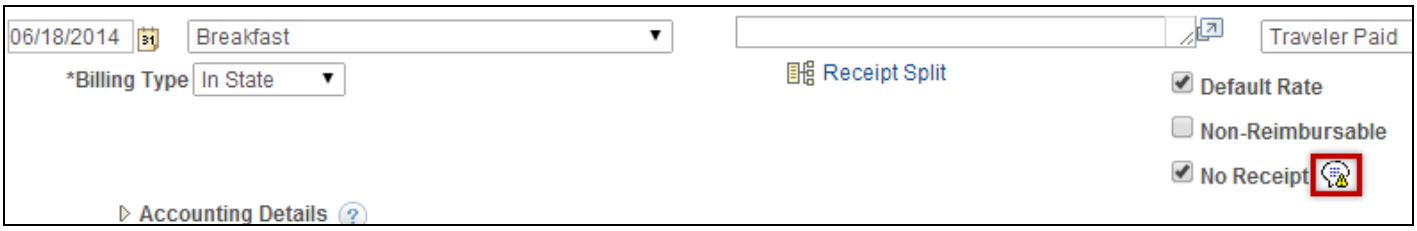
1. Select the **No Receipt** check box for expense items <u>$25.00 and over</u> that are missing a receipt.

2. The **Comments** icon to provide justification will not be available until after you select **Save for Later** or **Summary and Submit**.

3. A **Comments** icon will appear next to the No Receipt check box. Select the **Comments** icon.

4. Provide a justification in the **Comment** field. Select **OK**.



Rev: 9/14/15

5. The **Comments** icon will change to indicate a justification was entered.