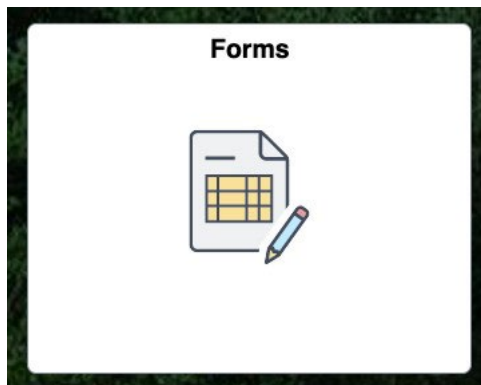
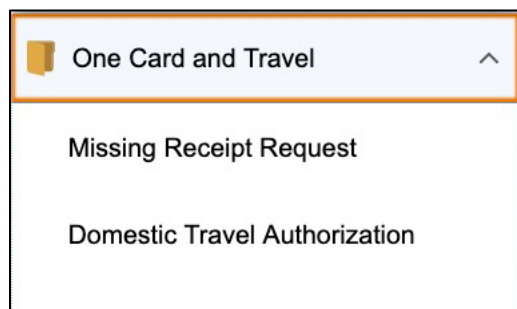


## PeopleSoft Missing Receipt Request Quick Guide

1. Log into Gemini
2. Select the **Forms** tile



3. Select "**Missing Receipt Request**"



4. Select "**Add New Value**"
5. **Request Type**
  - a. Lost Receipt – No receipt is available at all
  - b. Non-Itemized Receipt – A receipt was obtained, but doesn't have items listed separately
6. **User ID** – The user you are submitting the form for, or yourself if submitting for yourself
7. **Department** – The employee's department for the reimbursement
8. **Vendor Name** – Name of the receipt vendor
9. **Amount** – Total amount of the charge/receipt you are submitting for
10. **Date of Transaction** – the date the transaction occurred
11. Read and Agree to the Submission Agreement
12. Save
13. Submit