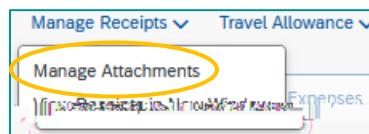


Attach Receipts

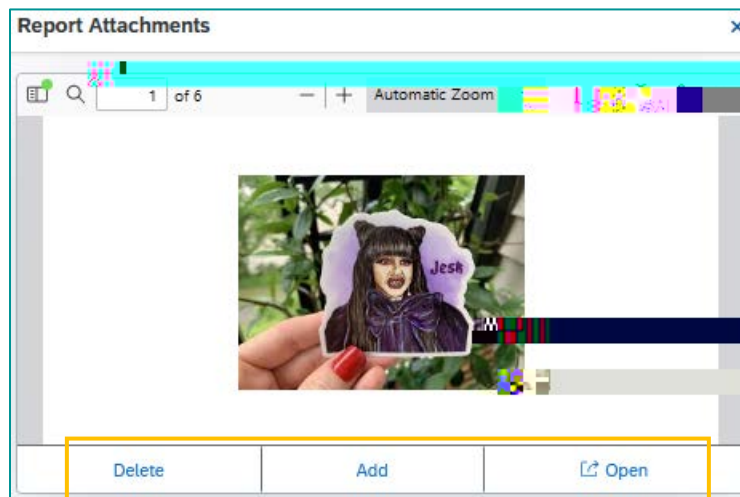
Receipts are attachable to individual expenses or the Report as a whole. Any receipts attached at the expense level are viewable at the Report level. Users can attach receipts to the Report at any approval stage.

From Manage Receipts

1. Select “Manage Attachments” from the Manage Receipts drop-down menu

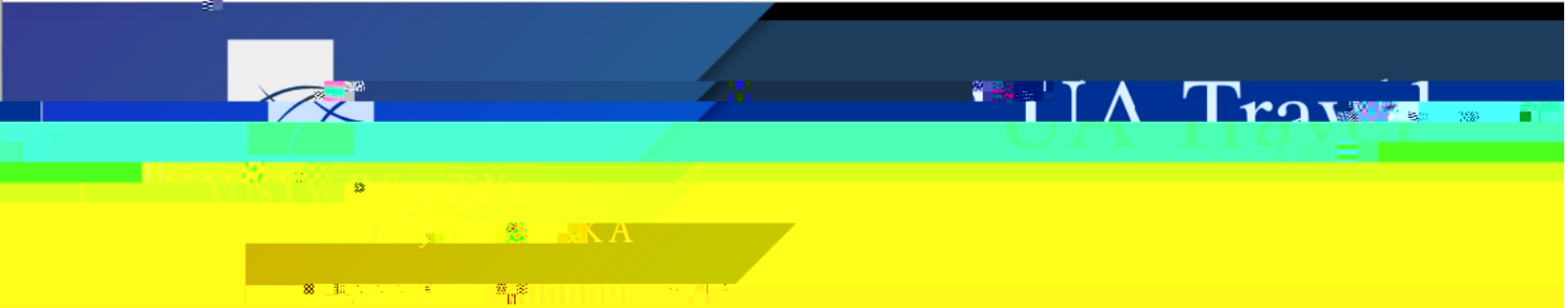


2. A window to view all files attached to the Report pops up



- a. Delete – Delete the file currently viewed
- b. Append – Attach additional files to the Report
- c. Open – Open the attachments in the browser’s viewer (a resizable window)

Note: Attaching a receipt at the Report level does not fulfill the receipt requirements for a select Expense. If a receipt is required for a specific Expense (e.g. airfare, lodging, car rental, and expenses over \$75), the user must attach the receipt to the individual Expense.



From Expense

1. Open the Expense by either clicking within the field row or selecting the Expense and clicking "Edit"

