



# How a Delegate Can Email Receipts into Receipt Store

Any expense delegate with a verified Receipt Store email address can send receipt images to the Receipt Store on behalf of the traveler (delegator). The traveler can later access those images in his/her Receipt Store repository and attach them to an expense report.

## What the Delegate Sees

The delegate follows these steps.

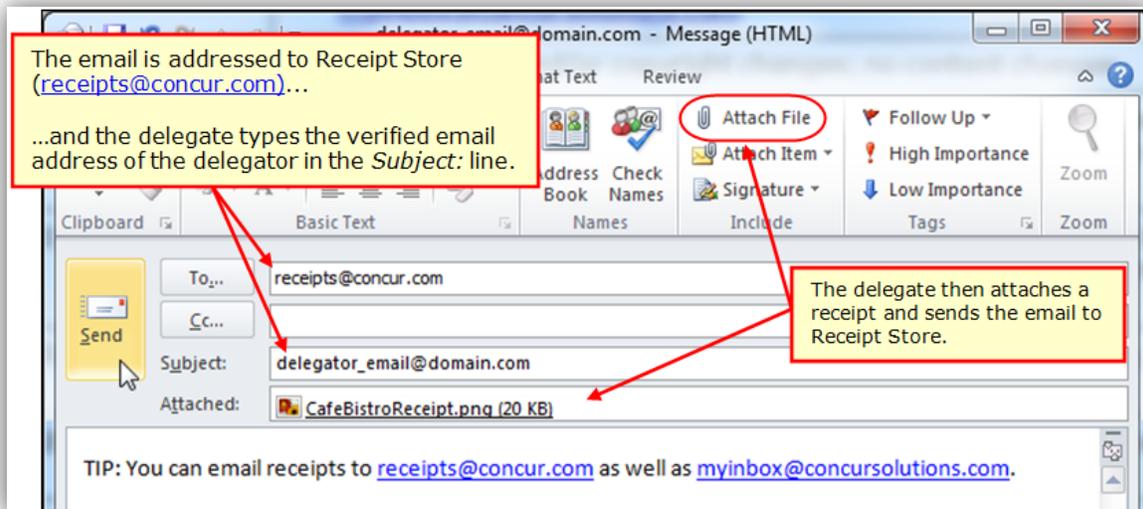
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**NOTE:** This process only works if the delegate is sending images for one of his/her designated users. The delegate and the traveler must have verified email addresses.

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▶ **To send receipt images to the traveler's Receipt Store repository:**

1. Prepare the email and attach or embed the SINGLE receipt image.
2. Type the verified email address of the traveler (not the delegate) in the Subject line.
3. Send the email from the **delegate's** verified Receipt Store email account



The system:

- Confirms that both the delegate and the traveler (delegator) have verified Receipt Store email addresses
- Confirms that a delegate-to-delegator relationship exists

Then:

- If **both** verification steps are found to be true, the image is added to the traveler's Rreceipt Store.
- If there is no valid relation between the delegate and traveler (delegator), the image is added to the *delegate's* Receipt Store.
- If the delegate does not have a verified email address, the email is discarded.

## What the User Sees

Once the image appears on the traveler's Receipt Store repository, the user can attach the image as usual.

### NOTE: Verified Email in TTE Profile:

The screenshot shows the 'Email Addresses' section of a TTE profile. It includes a header with 'Go to top', a message 'Please add at least one email address.', and several links for help. Below is a table of email addresses:

Email	Verification Status	Actions	Contact?	Tools
dfitzgerald@sao.qa.qov	Verified	Disable Verification	Yes	✎
donnafitzgerald@earthlink.net	Not Verified	Verify	No	✎ ✖

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