

How to Fax Receipts

The four steps in faxing your receipts:



Step 2: Prepare your receipts for faxing

All receipts must be clearly **readable** (text clear and dark).
All receipts must be **suitable for faxing** (as photocopies, in jackets, or taped on sheets).

- Photocopy receipts



- Or place receipts in a clear faxing jacket or carrier



- Or tape receipts to sheets of paper, if your fax machine accepts these (could cause jamming)

Step 3: Fax the cover page and receipts

When you are ready to fax:

- Place the cover page and receipts **facing correctly** in the machine (usually face down).
- Take care that all sheets are placed **straight**, not at a slight angle.
- Set the resolution to **Fine**, particularly on older fax machines.



Step 1: Print the Fax Cover Page

As you print the Fax Cover Page, verify two items:

- After clicking [Submit](#) (or [Print](#)), verify that **Fax Cover Page** is selected as the print format.
- When you take the Fax Cover Page from the printer, make sure the **three barcodes** are complete, dark, and clear. The system must recognize these correctly to link your receipts with your expense report.



Portrait orientation



(set this in browser)

Printing **dark and clear** – no smudges, streaks, or marks (check toner; have printer serviced)

Step 4: Confirm that the fax was received

Give the system **5 minutes** to process your fax, and then click [Check Receipts](#).

- Whenever an image is successfully attached to a report, the system sends an email notification. You can turn the notification on or off in Expense Preferences.
- If your fax has been received and processed, your cover page and receipts will be displayed.
- If not, you will see a page titled "Receipt Image Not Available":
 - In this case, **wait a few minutes** and click [Check Receipts](#) again.
 - If your receipts are still not available, try re-faxing your receipts **once**. Click [Fax Troubleshooting](#) on the Receipt Image Not Available page for a checklist of potential problems.
 - **Don't re-fax more than once**. If you have tried faxing the receipts for a report twice without success, contact your administrator.

