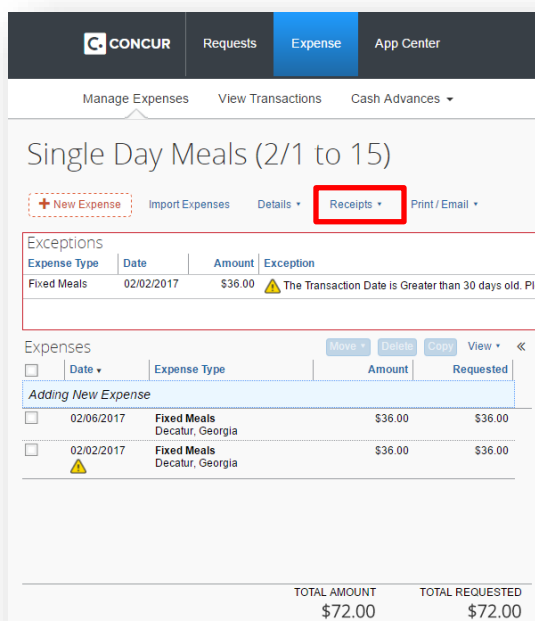




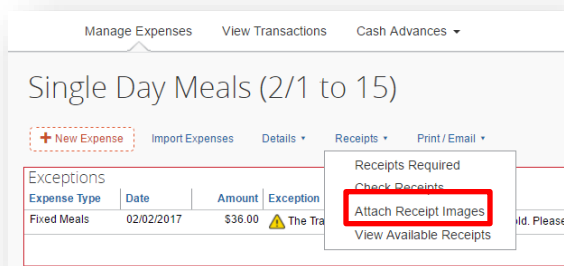
How to Attach Receipt or Documents to the Expense Report Header

Sometimes you need to attach documents to an expense report that don't naturally go with any one expense item on the expense report. An example would be a meeting agenda or a training agenda. You can "electronically" attach the document or receipt to the expense report *without* attaching it to a specific item.

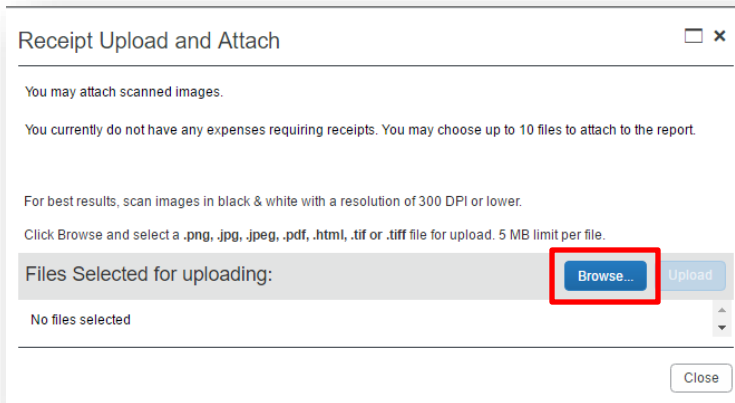
- Open the expense report in question.
- Select **Receipts**



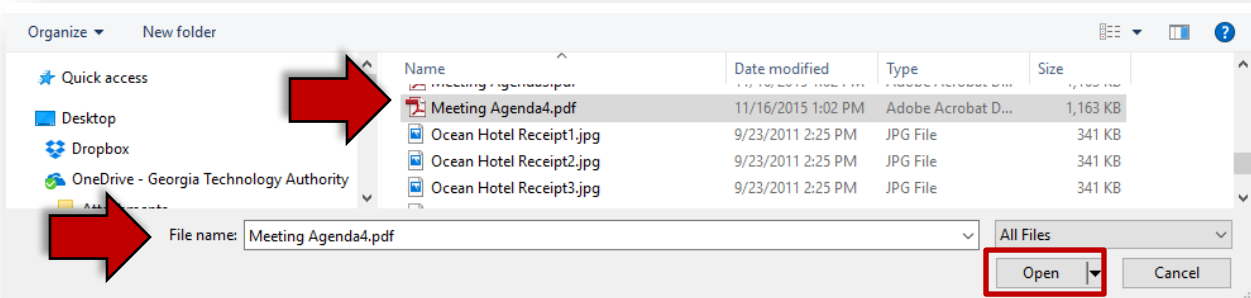
- Select **Attach Receipt Images**



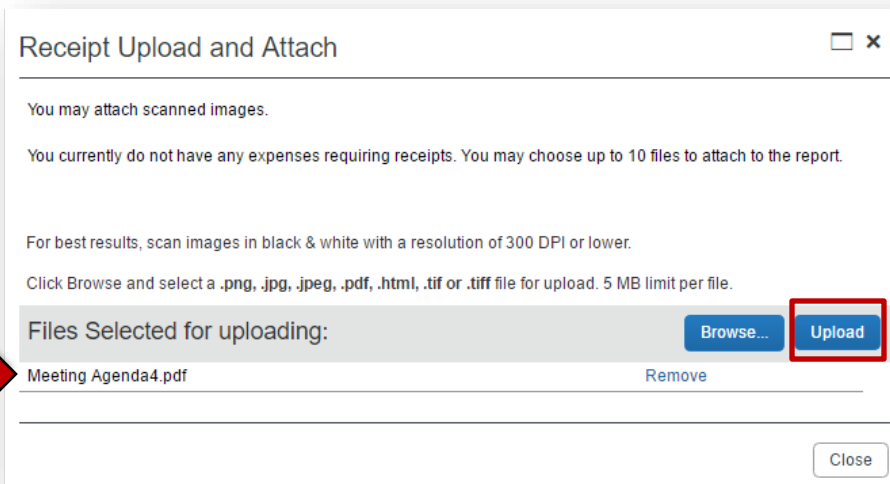
- Select Browse to search your PC for the location of the scanned in document
 - Note: All information regarding the allowable file types and sizes appears here as well



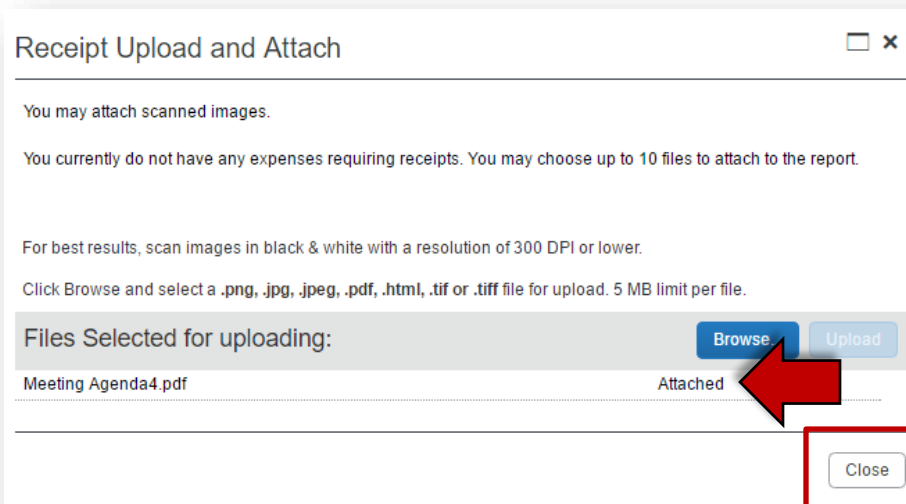
- Locate and select the document you wish to attach to the expense report header
 - The name of the document will appear in **File Name**
- Select **Open**.



- The document will appear in the **Files Selected** for uploading section.
 - If you need to attach any other documents to the expense report header, click Browse, locate the document, and click Open. You can attach up to 10 documents to the header this way.
- When you have finished selecting documents, click on **Upload**

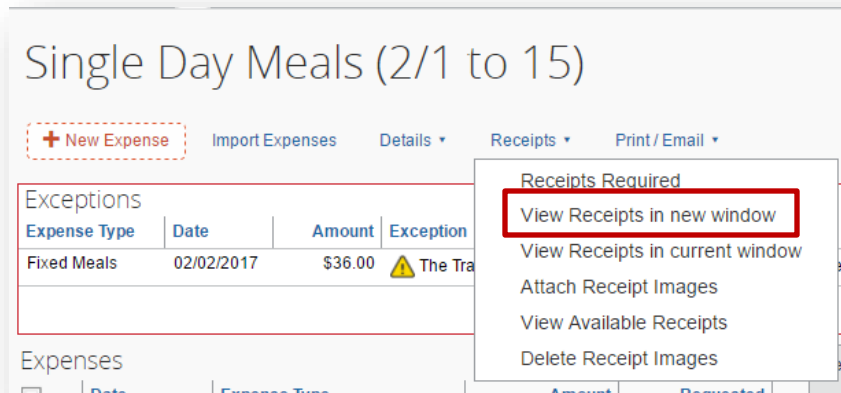


- As documents are uploaded, the files listed in the **Files selected for uploading** section will display an **Attached** status.
- When you are done attaching documents, select **Close**.

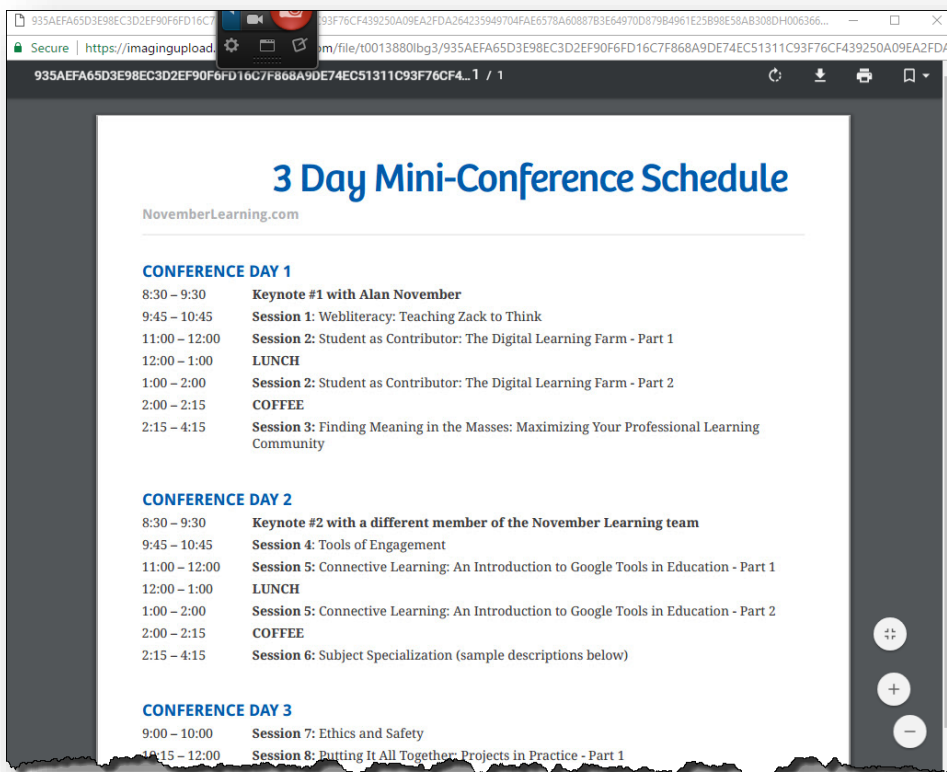


- To view the receipts attached to the header, you **must** exit the expense report and then re-open it.
- After you re-open the expense report, you will be able to view these receipts and any others attached anywhere on the expense report.
 - Select **Receipts**
 - Select **View Receipts in New Window** or **View Receipts in current window**

- For this example, I am selecting **View Receipts in New Window**



- A new window will pop-up and you can review receipts. If there are multiple receipts, you can scroll through them using the scroll bar to the right.



- Your Approvers will be able to see *any* receipts you have attached to your expense report whether you attached them to a line item, to the header or faxed them in.