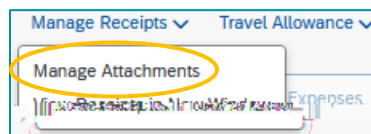


# Attach Receipts

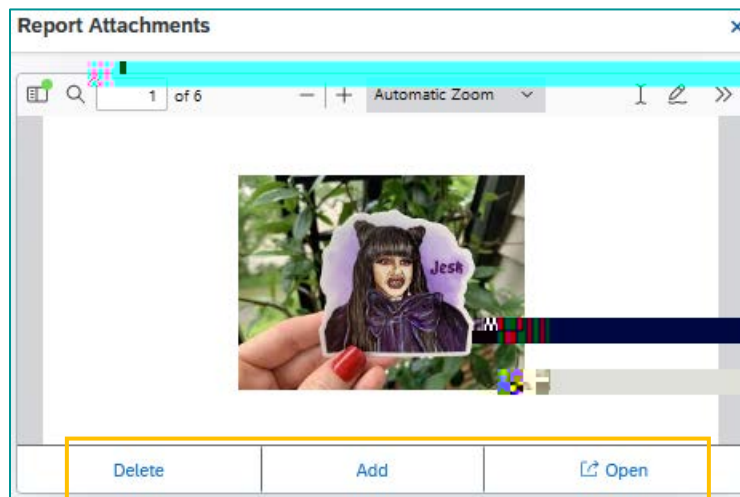
Receipts are attachable to individual expenses or the Report as a whole. Any receipts attached at the expense level are viewable at the Report level. Users can attach receipts to the Report at any approval stage.

## From Manage Receipts

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

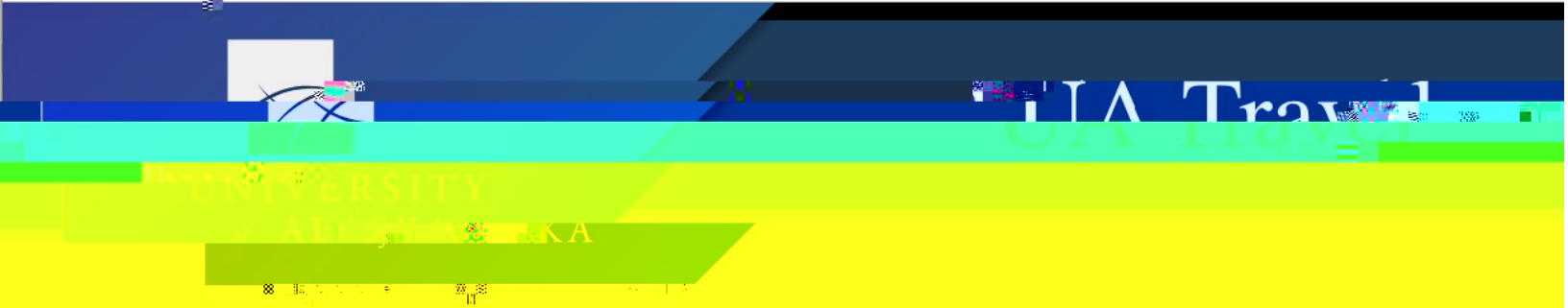


2. A window to view all files attached to the Report pops up



- 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"

