## **Add Image to Report**

You can attach an image from the Receipt Gallery directly to the report header or to one of the existing line items.

In **Gallery View** or **List View**, grab the receipt and drag it to the header or to one of the line items.

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← Expense Jack J	es For Jensen		- ⊕	Add Expenses		Upload
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DATE EXPE		SPENT	PAY ME 🖉 🖪 🛦		An and a second se	
	Airfare	500.00 USD		All	HALL HALL	
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				Offline	12/20/2016 12/20/2016	12/12/2018 11/29/2018
				Travel Data Recycle Bin		
				E-Receipts Receipt Gallery	11/03/2016	
Expense Report 010015452953	Total Pay Me Amo <b>500.00</b> USD	unt	Submit			

If you later decide to delete the receipt from the report, it will return to the Receipt Gallery.