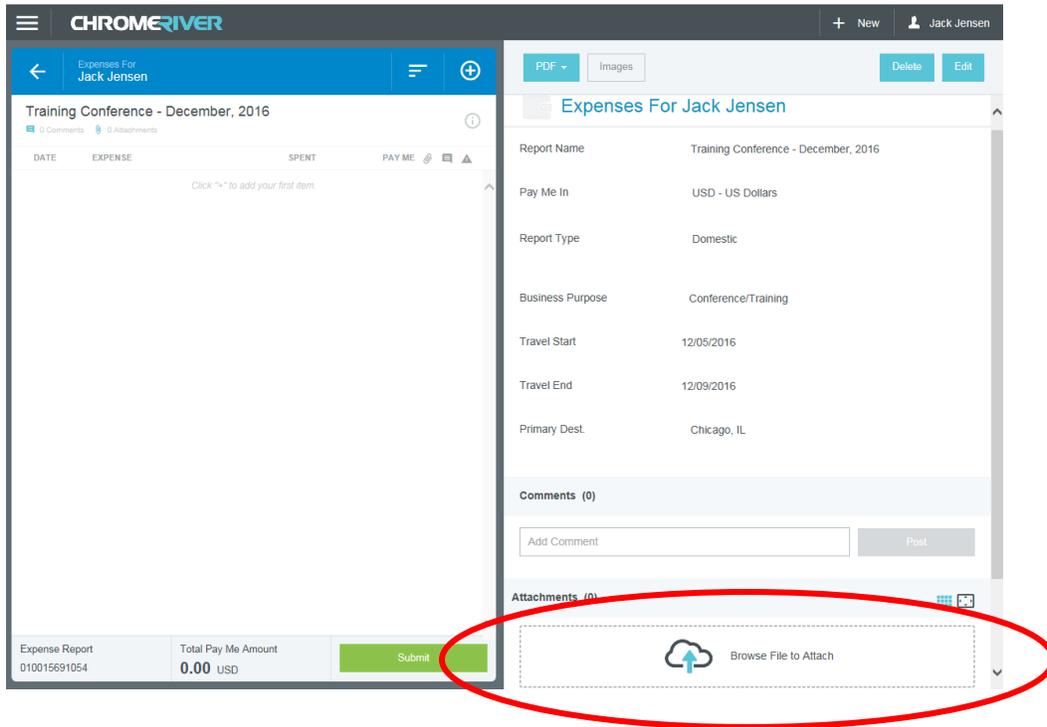


# Attaching Receipt Image from Within a Report

Once you have entered the required header information for a new expense, simply click anywhere in the **BROWSE FILE TO ATTACH** section in the lower right-hand corner to browse for an image on your device. This will attach a receipt to the report header.



At the bottom of the screen, you will see a thumbnail image of each receipt attached, and the total number of receipts attached will be shown in parentheses. If you uploaded a single PDF containing multiple receipts, these will appear individually.

