UVAFinance

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.

← Expenses For Jack Jensen		=	Ð	PDF - Images		Delete Edit
Training Conference - December, 2016			(i)	Report Type	Domestic	,
DATE EXPENSE	SPENT	PAY ME 🤌		Business Purpose	Conference/Training	
	Click + to add your first item.			Travel Start	12/05/2016	
			- 1	Travel End	12/09/2016	
			- 1	Primary Dest.	Chicago, IL	
				Comments (0)		
			- 1	Add Comment		Post
				Attachments (3)		5.
					Browse File to Attach	
			\mathbf{N}			
xpense Report	Total Pay Me Amount	Submit		NTO N. B. BALLER NEC. 19 B. BALLER NEC. 19 B. BL. State State State State Nec. 19 B. State		

Tapping on a thumbnail will bring up a preview of the receipt. The three icons above the preview allow you to reduce, enlarge and rotate the receipt image. The paper clip icon in the upper left corner will allow you to remove the receipt from the report.

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					Report Type	Domestic	^
	SHERATEN NOTION NOTION		~		Business Purpose	Conference/Training	
	30 Galery Trees Therew, MA, 52156 United States Not 617 238 2000 Fact 517 238 1782 Dr. Surent Fact 912	Pre Madai	(9) Sheraton		Travel Start	12/05/2016	
	Po Bos B07 Chelcherolla, Ivi, 2208 Unité Slavis	Guist Number Rate ID Anna Date Depart Date No. Of Susat Recen Number	ANDEL A		Travel End	12/09/2016	
	Tex ID : 20-1452581 Stremm Backer ID ACOUNT 11 42 AMWARD	Cub Account Cupy Tax Interine	: SPG-Auromotic(9		Primary Dest.	Chicago, IL	
	Data Reference Description 31-0011-0 872382 Rome Torps Orp 31-0011-0 872382 Status Tax 31-0011-0 872382 Data Tax 31-0011-0 872382 Data Tax 31-0011-0 872384 Directoreny/Tod	Association Ion Tex Association	Drage#10002 Cradio 6/800 2016 0 11.85 3.86 3.95 0 3.95 0 3.86		Comments (0)		
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	Austein 1760-Receipt for UNI - 62 TEX-0008720A-537/63460 TVRH AppEadon Labort KindlerCard	265 Signature Cestured 202003000 A Conditionation (1919			Attachments (3)		
						Browse File to Attac	h
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