Email Memo with Receipt

To submit receipts with your email memo expense, simply attach the images to the message. For example, you can use your mobile phone to take a photo of a receipt, then attach it to an email sent to receipt@chromefile.com from the phone.

The images will appear with the expense in the Receipt Gallery. Each image will appear as its own item, complete with the corresponding information about the expense.

1. Take a photo of the receipt with your mobile device.

2. Draft a new email message containing the following information.

    To: receipt@chromefile.com

    From: (use the email that is registered with Chrome River. To view which email address you have registered with Chrome River, click on your name in the upper right hand corner, then click on Settings. Your registered email is listed as the Primary Email under Personal Settings.)

    Subject: xx.xx [dollar amount]

    Body: Description of expense

3. The **"From"** email address must be one associated with your account in Chrome River EXPENSE online.

4. The **Subject** should be the amount of the expense with no symbols—the corresponding currency code is optional. If you neglect to put the expense amount in the Subject line, the amount will be 0.00 when the expense appears in Chrome River online.

5. The **body** may contain the description of the expense. It will appear in the **Description** section of any PDF reports generated.

6. Attach the receipt photo. Only JPG, PDF, PNG and TIFF files of less than 100 MB can be accepted.

7. Send the message to receipt@chromefile.com.

8. Once it is received, you will be able to view the email memo in the Receipt Gallery.

+ New   👤 Jack Jensen

Add Expenses

📄 Create New

E-Wallet

All

Personal Account

Credit Card

● Offline

Travel Data

Recycle Bin

E-Receipts

● Receipt Gallery

Sort ▾

Upload

01/06/2017   01/06/2017   01/04/2017   12/20/2016

12/20/2016   12/20/2016   12/12/2016   11/29/2016

11/03/2016

Charlottesville Airport
100 Bowen Loop Suite 200
Charlottesville, VA 22911

Fee Computer Number: 13
Cashier: Kidd ID #129
Transaction Number: 29636
 .....ed: 10/16/2016 19:13
 ....ted: 10/23/2016 19:30
 .icket #37773   Dispenser #4
Lot: Lot 2
Area: Area 1
Rate: Short long term var
Parking Fee: $ 70.00
Total Fee: $ 70.00
Visa   A $ 70.00
Credit Card Number: ***********2912
Total Paid: $ 70.00