

## Plain Text Email Memo

1. Draft a new message containing the following information.

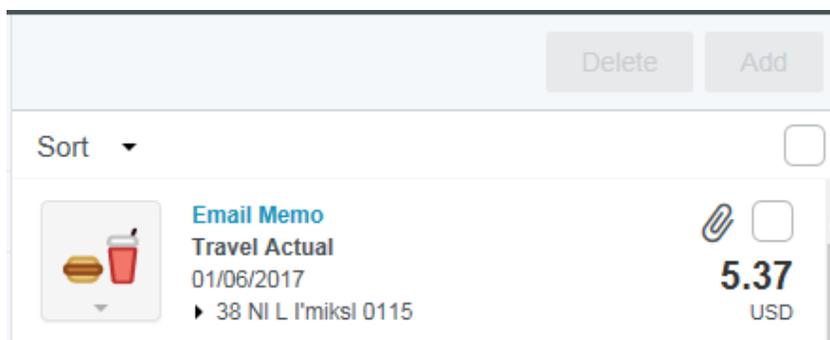
**To:** receipt@chromefile.com

**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

2. The **"From"** email address must be your UVA email address that is associated with your account in Chrome River EXPENSE online.
3. 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.
4. The **body** should contain the description of the expense. It will appear in the **Description** section of any PDF reports generated.
5. Send the message to [receipt@chromefile.com](mailto:receipt@chromefile.com).
6. Once it is received, you will be able to view the email memo in the **Offline** section of the E-Wallet.



7. Simply attach the receipt to your expense as you would any other receipt. See the Add Images section of this training for complete details on viewing and attaching receipt images.