

## **Receipt Gallery**

The Receipt Gallery is accessible from the main menu (via the **eReceipts** button) and the **Add Expenses** panel and contains all the email memo receipt images sent to <u>receipt@chromefile.com</u>, as well as any images uploaded directly to the gallery. The maximum file size for individual images is 5MB, and JPG, PDF, PNG, and TIFF files are accepted.

To Access the Receipt Gallery, tap the **+ BUTTON** from inside any expense report, then tap **RECEIPT GALLERY** at the bottom of the list.

			_		+ New	💄 Jack Jensen
Expenses For Jack Jensen		<b>-</b> ⊕	Add Expenses			Upload
Compliance Conference - Nov, 2016			Create New	Sort -		
■ 0 Comments ● 4 Attachments   DATE EXPENSE   • Thu 11/03/2010 Image: Hotel   Thu 11/17/2010 ● I Travel Actual   Fri 11/18/2010 ▼ Airfare	SPENT 944.22 5.37 400.00 USD	PAY ME (* 🖬 🔺 944.22 (* * * 5.37 (* * * 400.00 (* * *	E-Wallet All Personal Account Credit Card Offline Travel Data Recycle Bin E-Receipts • Receipt Gallery		12/20/2018	12202016
Expense Report Total Pay Mr 010015079564 <b>1,349.5</b> 9		Submit	~			

A green dot next to the Receipt Gallery indicates that there are unused receipts available.