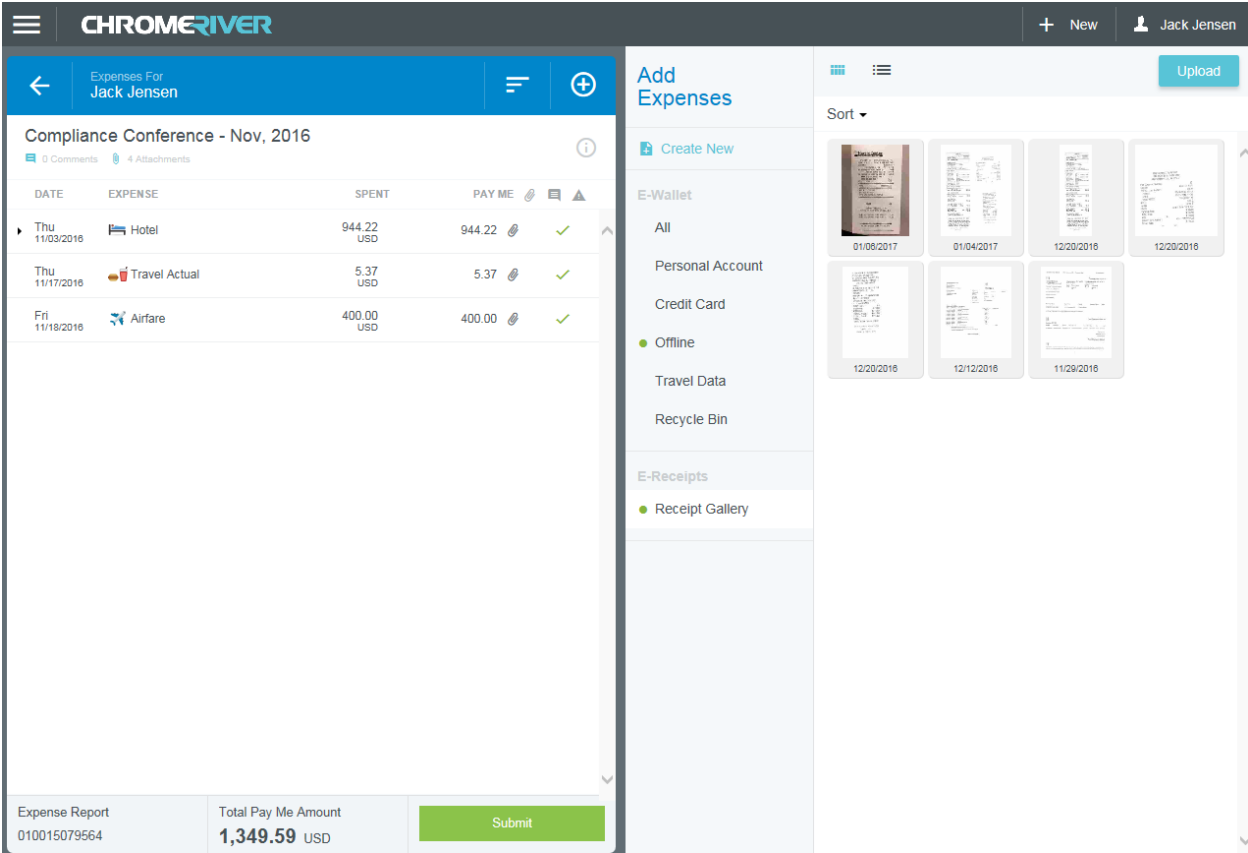# Receipt Gallery

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 receipt@chromefile.com, 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.

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