

Via Scanning or Faxing

You may also attach receipt images by scanning them and then emailing or faxing them in with a cover page that will route them to a specific report. This is helpful if you have a large stack of paper receipts to submit.

Note: Any images already attached to the report will be overwritten by the images you send in.

Tap the **PDF** button in the preview of the expense report you want to attach images to. When you select **COVER PAGE**, the page will open in a new window so that you can print it or save it.

light to Orlando - Sep., 2016	00/15/0010	450.00			Cover Page	NT (USD)	APPROVED (USD)
light to Orlando - Sep., 2016	09/15/2016	450.00 USD	~ '	Airfare	Full Report	500.00	0.00
lew York Trip	10/27/2016	693.50 USD	▲	Totals	Full Report with Notes & Re- ceipts	500.00	0.00
Compliance Conference - Nov, 2016	11/18/2016	1,349.59 USD	~	Account Summ			
raining Seminar - Chicago - December	12/13/2016	500.00 USD	~	101472-101	View Receipts SG00025 MB-Procurement Services-	NT (USD)	APPROVED (USD)
raining Conference - December, 2016	12/29/2016	0.00	~	I	Task 1 20140 FM-Financial Operations	250.00	0.00
raining Conference - January 2017	01/04/2017	0.00 USD	A	101472-101	SG00025 MB-Procurement Services- Task 1	250.00	0.00
Expenses on 01/10/2017 01:54 PM	01/10/2017	0.00	~		20490 FI-Finance Outreach & Compliance	230.00	0.00
				Totals		500.00	0.00
				Attachments (4)			
					Browse File to Attach		

Send the stacked cover page and receipt(s) to Chrome River by fax or by scanning and emailing them.

- Fax number: 214-540-1162
- Email address: <u>expense@chromefile.com</u>

You will receive an email confirmation message if the submission is successful or a detailed error message if it fails.