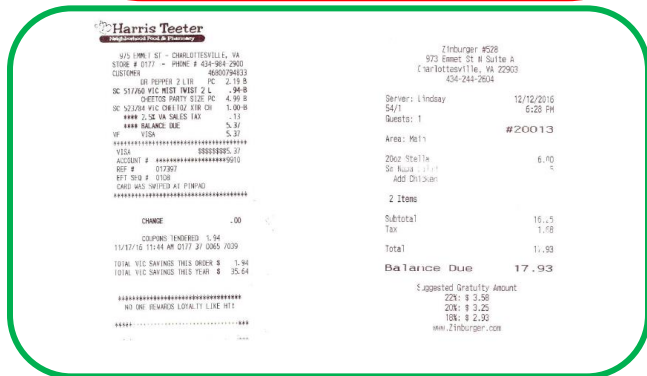
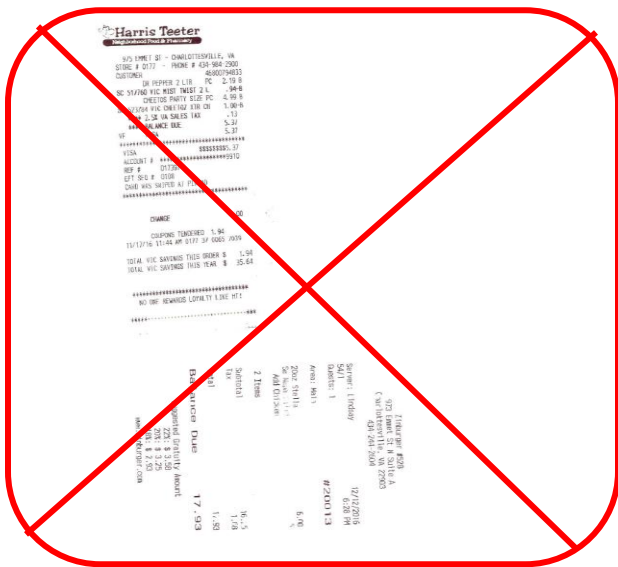


## By Fax or Email

This allows you to bypass the file-size limitation on images uploaded through the application. It is also the only way to submit images as TIFF files. Only JPGs, PDFs, PNGs and TIFFs can be accepted.

To attach receipts directly to a specific report, the Chrome River cover page with unique report QR code must be included as the first page, in front of the receipts. Users may submit receipts for multiple reports simultaneously by placing the Chrome River cover page for each expense report at the start of its corresponding receipt packet, like this: Cover Page A, Receipt Packet A, Cover Page B, Receipt Packet B, etc.

- Place receipt(s) on a white background. Colors and black may lead to poor results.
- When photographing multiple receipts, orient them all in the same direction.



- Leave a gap of at least 1.5 inches between receipts.
- Photograph hotel receipts separately.

- Hold the device steady when taking the photo.
- Make sure no other objects are visible in the photo.
- Do not use flash. Be sure there is no glare on the receipt that obscures the data.
- During the image-attachment process, select the size (Small, Medium, Large, Actual Size) that's closest to 500 KB.

Complete information on uploading images by fax/email can be found in the Add Images section of this training.