

# Managing Receipts

Expense report for: FRED HOWIE (448421\*\*\*\*\*4886)  
Expense Report ID: 0003620081  
Current Report Status: Incomplete

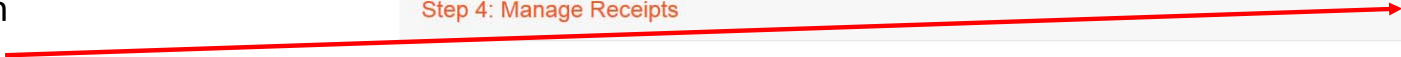
- Step 1: Update General Report Information ▾
- Step 2: Attach Additional Transactions ▾
- Step 3: Create Additional Out-of-Pocket Transactions ▾
- Step 4: Manage Receipts ▾
- Step 5: Finalize Report [?] ▲

Split or allocate transactions as necessary, add any out-of-pocket transactions required, and add notes to transactions.

Expense Report Name:	15 Aug 2015 FRED HOWIE 4886
Account:	FRED HOWIE (448421*****4886)
Description:	

Scroll back up to the top and you will see Step 4 Manage Receipts.

Click on the down arrow and open this section.



## Managing Receipts

You will be required to keep digital copies of your receipts to upload to this site. Use the Browse button to find the folder where you have stored your documents and use this search to upload your file(s).

Its entirely up to you and your Approver as to how you wish to keep these file(s). Either as one entire pdf or individual pdfs for each transaction.

**Step 2: Attach Additional Transactions** ▼

**Step 3: Create Additional Out-of-Pocket Transactions** ▼

**Step 4: Manage Receipts** ▲

Supported file types: .pdf, .jpeg, .tiff, .gif, and .png.  
Each file must be less than 5 megabytes.

No file selected.

Description

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	P0053636 DOCUMENTS.pdf	

**Step 5: Finalize Report [?]** ▲

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Expense Report Name: 15 Aug 2015 FRED HOWIE 4886

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