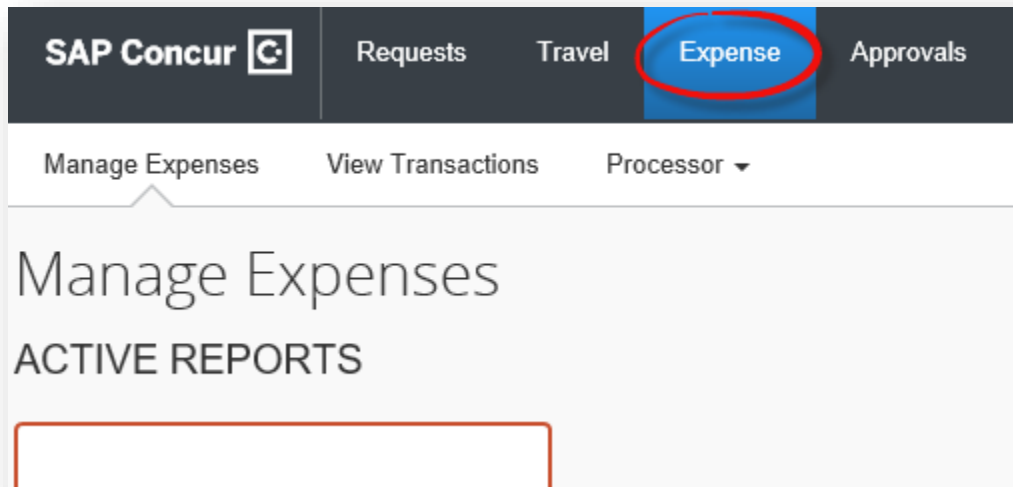
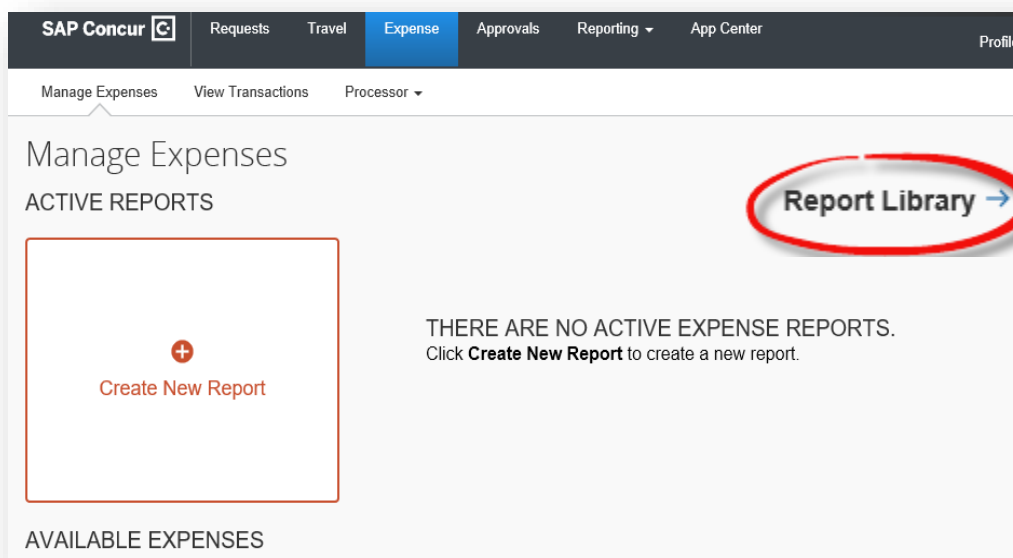


How to Add Receipts to an Approved Expense Report

1. Click Expense



2. Click Report Library



3. Open the Expense Report by clicking within the line of the desired report. If the report is not in the current view, change the view by clicking on the **VIEW** button.

Manage Expenses View Transactions Processor ▾

← Manage Expenses

Reports for last 90 Days

View ▾ Create & Edit ▾ Import Expenses

<input type="checkbox"/>	Report Name	Report ID	Comments	Status
<input type="checkbox"/>	April Parking Parking for UC Concur Trainings	36232EADC...	Moved expense to general funds	Approved
<input checked="" type="checkbox"/>	TESTING COA Guest Policy	E718EFB...		Approved

4. Click within the transaction line in which the receipt needs to be attached

TESTING COA Guest Policy

Summary Details ▾ Receipts ▾ Print / Email ▾

Expenses View ▾ <<

Date ▾	Expense Type	Amount	Approved
06/24/2018	Office Supplies - 530201	\$1.00	\$1.00

5. Click **Attach Receipt**

The screenshot shows a web form with the following fields:

- ID: [REDACTED]
- Enter Vendor Name: [Empty text box]
- City of Purchase: [Empty text box]
- Payment Type: [Out of Pocket (dropdown menu)]
- Amount: [1.00] [USD (dropdown menu)]
- Approved Amount: [1.00]

 The **Attach Receipt** button is located at the bottom right of the form and is circled in red.

6. Click **Browse** to upload the receipt from your desktop, click **Attach**

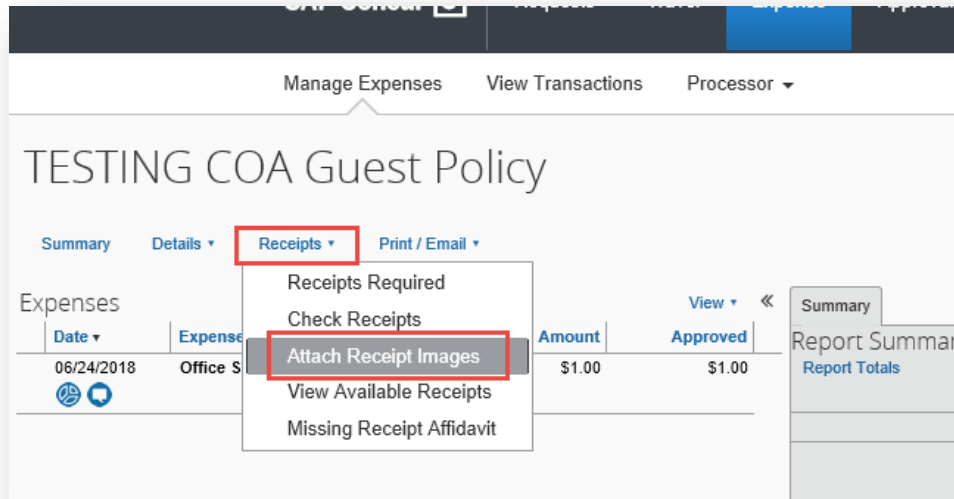
*Click **Attach** if the receipt is populated under Available Receipts.

The screenshot shows the 'Attach Receipt' dialog box with the following content:

- Header: Attach Receipt [Close]
- Instructions: Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file. No Receipt? Create a missing Receipt Affidavit [here](#).
- File Selected for uploading: [Empty] **Browse...** **Attach** (Both buttons are circled in red)
- Status: No file selected
- Alternative: Or choose an image from your Available Receipts.
- Available Receipts: [Empty list] **Attach** (Button is circled in red, with a red arrow pointing to it from the text 'Available Receipts')
- Message: You have no available receipts
- Footer: [Cancel]

To attach Additional Documents to the Expense Report

1. Click **Receipts**, **Attach Receipt Image**



2. Click **Browse** to upload the receipt from your desktop, click **Attach**
*Click **Attach** if the receipt is populated under Available Receipts.

