Browse and Attach Receipts and Supporting Documentation

Receipts and supporting documentation can be attached to existing and new expense reports (ERs). Open an existing ER or create a new ER, and then follow the steps.

Step	Task
1.	Select **Attach Receipts** from the **Receipts** menu. **NOTE:** You can also attach receipts by clicking the **Insert Receipts** icon next to the ER in your inbox.
2.	Click the **Browse** button in the **Document Receipt Attach** dialog box, and locate the document (receipt) to attach. **NOTE:** Only documents (receipts) with these file extensions can be attached: .pdf, .tiff, .tif, .gif, .jpeg, or .jpg.
3.	Double click the document or click the document, and then click the **Open** button.
4.	Click the **Attach** button.
5.	Repeat steps 2 through 4 to attach more receipts.
6.	Click the **Done** button.

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