

## Browse and Attach Receipts

Receipts 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 <b>Attach Receipts</b> from the <b>Receipts</b> menu.  <b>NOTE:</b> You can also attach receipts by clicking the <b>Insert Receipts</b> icon next to the ER in your inbox.
2.	Click the <b>Browse</b> button in the <b>Document Receipt Attach</b> dialog box, and locate the document (receipt) to attach.  <b>NOTE:</b> 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 <b>Open</b> button.
4.	Click the <b>Attach</b> button.
5.	Repeat steps 2 through 4 to attach more receipts.
6.	Click the <b>Done</b> button.