

Email Receipts to an Expense Report (ER)

Step	Task
1.	Scan the receipt(s) to your computer.
2.	Save the receipt in one of these formats: .pdf, .tif, .tiff, .gif, .jpg or .jpeg.
3.	Create a new email message.
4.	Type the email address temdocs@uillinois.edu in the To: field.
5.	Type the ER number (e.g., ER12345678) in the subject field of the email message.
6.	Attach the scanned receipt file to the email message.
7.	Click the Send button.
8.	Click the View Receipts icon in TEM to view the receipts.

Additional information:

- Multiple files (receipts) can be attached to the same email, but they will all go to the same ER.
- Only one ER number is allowed on the email subject line, and *it must be exact* in order for the receipt to attach. Be sure to capitalize the "ER." See the example in step 5 above.
- Only the owner or reviewer proxy or creator proxy can send receipts to ERs.
- Users will only be able to send files (receipts) using their official University email address.