



Travel Management System (TMS)

JOB AID # 5.13

Date: 03/29/2012

Job Aid Description: Receipts: Fax Receipts to Your Expense Report

1. From the **Print** dropdown menu, select ***SOG Fax Receipt Cover Page**.
2. Click **Print**.
3. Fax the cover page and the receipts to the number on the cover page.
4. If you need to add receipts later, you may use the same cover page. Each additional fax transmission will be appended to the receipts faxed earlier.
(Note: It takes approximately 5-10 minutes after fax transmittal completes until you will be able to view the receipt images in your report.)
5. To view/verify the receipts were successfully attached, from the **Receipts** dropdown menu, select **Check Receipts**. Make sure they are all legible!