



Travel Management System (TMS)

JOB AID # 5.14

Date: 03/29/2012

Job Aid Description: Receipts: Attach Scanned Receipts to Your Expense Report

There are three ways to attach a receipt to an expense report that was previously scanned or saved in a file:

1. Click the **Attach Receipt** button within the Expense detail screen.
2. Click **Browse**.
3. Select appropriate receipt image.
4. Click **Attach**. (This method attaches receipts at the expense level. To view, hover over the green receipt icon or click **Receipts > View Receipts**)

OR

1. Click **Receipts** button at the top of the report.
2. Select **Attach Receipt Images**.
3. Click the check box next to the Expense you are attaching the receipt to.
4. Click **Browse**.
5. Click **Upload**.
6. Click **Close**. (Note: If you do not select an expense, the system will attach the receipt at the report level. To view, click **Receipts > View Receipts**)

OR

Use the **Receipt Store** as discussed in Job Aid 5.12.