

Receipt Transactions

*Users have the ability to email images of receipts for later attachment to an expense report. These images will appear in the Receipts Gallery while plain text emails will appear in the E-Wallet's offline section. **Note that only JPG, PDF, PNG, and TIFF files of at least 50 kb and no more than 10 MB can be accepted, and the combined size of all files uploaded to a single report may be no larger than 100 MB.***

- 1) Take a picture of your receipt and draft a new message containing the following information:

To: receipt@chromefile.com

From: first name.last name@stockton.edu

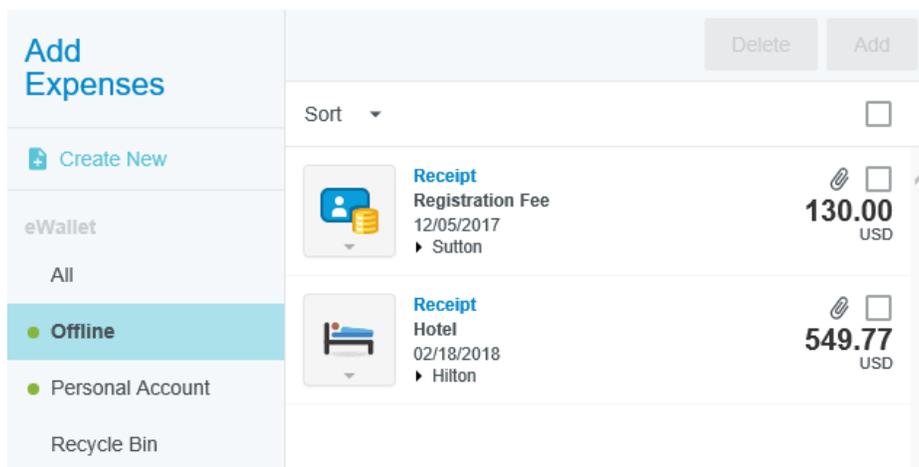
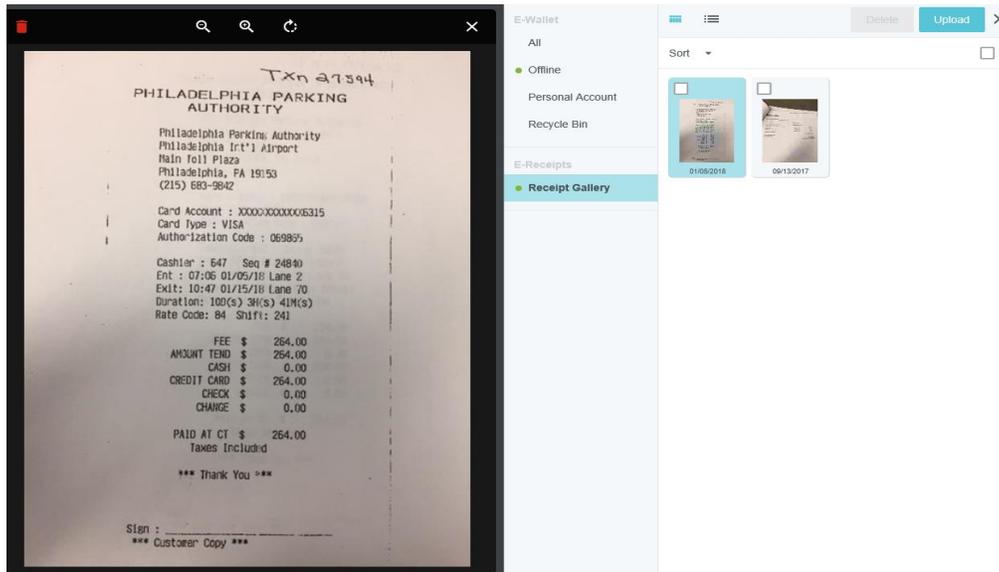
Subject: xx.xx (this should be the amount of the expense with no symbols)

Body: Description of the expense (this will appear in the description section of any PDF reports generated)

- 2) Send the message to receipt@chromefile.com
- 3) Once the message is received, you will receive an email confirmation.

RECEIPT RECEIVED		Chrome River
Your receipt has been received, processed and is ready to be expensed.		
Amount	264.00 USD	
Date	01/05/2018	
Expense Type	Parking	
Merchant	Laz Parking	
Description	Parking at airport.	
If a receipt image was attached, the data has also been extracted by Chrome River and will make it easier for you to quickly create an expense item. All data can be changed when the expense item is created within the app.		

You will then be able to view the receipt in the Receipt Gallery, and an expense line item will be created and housed in the Offline section of the E-wallet.



- 4) **Attaching to a Specific Expense:** If you know the ID number of the expense report to which you'd like to attach an image, enter the Report ID (including dashes) into the subject line of your email (instead of the amount). Remove everything from the body of the email including any email signatures. Send the email to receipt@chromefile.com.
- Multiple images can be attached to your email, but the total combined size of all the images may not exceed 100 MB.
 - Images will be attached to the report header. You may drag them to specific line items, if necessary.