

Uploading Receipts - Email

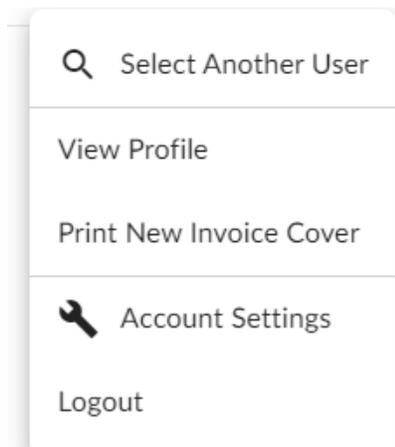
Verify email address

Before emailing a receipt or image, you will want to make sure that the email address you are using is associated to your Chrome River account.

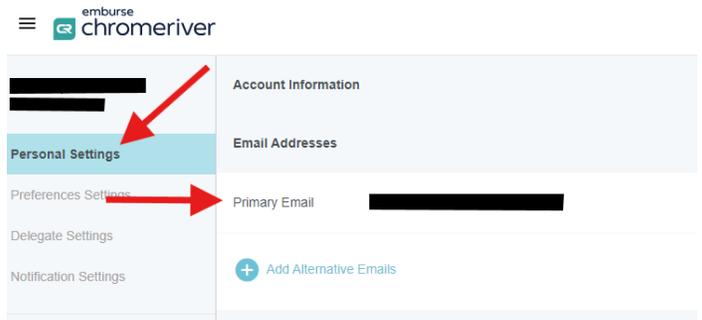
1. Click your name in the upper right corner of the Navigation Bar.



2. Click on Account Settings



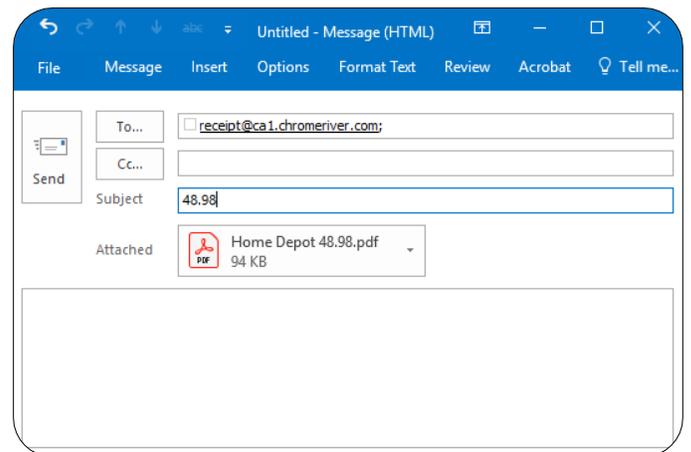
3. Select the Personal Settings menu item and verify the Primary Email address is your lafayette.edu address.



Email receipt to receipt gallery

4. Start a new email to receipt@ca1.chromeriver.com enter the total amount of the receipt in the subject line of the email and attach the PDF receipt copy.

You can also take a photo with your mobile device and email directly from your phone as long as you are emailing from the appropriate email address.



- You will receive an email from Chrome River confirming that your receipts have been received.

RECEIPT RECEIVED Chrome River

Your receipt has been received, processed and is ready to be expensed.

Amount	299.00 USD
Date	10/07/2024
Expense Type	Miscellaneous
Merchant	Discover
Description	

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.

- The image will appear with the expense in the Receipt Gallery.

The screenshot shows the 'Add Expenses' app interface. On the left, there is a sidebar with 'Add Expenses' at the top, followed by 'Create New' and a list of categories: eWallet (All, Trips, Cash Advance, Credit Card, Offline, Recycle Bin) and eReceipts (Receipt Gallery). The 'Receipt Gallery' option is highlighted with a blue bar. On the right, there is a main area with a 'Sort' dropdown and a list of receipt images. A red arrow points to the 'Receipt Gallery' option in the sidebar, and another red arrow points to a receipt image in the gallery.