Upload & Attach Receipts

1. From the desired expense type select **Attach Receipt.**
2. Click **Browse**.
3. Locate the file you want to attach.
4. Select the file and click **Open**. Repeat the process as needed.
5. Click **Attach**. The **Receipt Image** will be located behind the **New Expense** tab and can be removed if needed by clicking **Detach From Entry.**