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.eduSubject: 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 RECEIVE	D 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.

💼	E-Wallet		Upload 🗙
	All Offline Personal Account Recycle Bin	Sort 👻	
PHILADELPHIA PARKING AUTHORITY PHILADELPHIA PARKING			
niitaeienna Irt'i Airport Natin foli Pias Philaeienna, pA 1915a (215) 568-3962	E-Receipts Receipt Gallery	01/05/2018 09/13/2017	
Card Account : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
Cashlar: 547 Seq # 248%) Ent: 07:06 01/05/18 Lane 2 Exit: 10:47 01/15/16 Lane 70 Duration: 100(3) 34(3) 41(%) Rate Come: 84 Stift: 241			
FEE \$ 254.00 AMULT TEND \$ 254.00 CASH \$ 0.00 0 CREDIT CAND \$ 254.00 CREDIT CAND \$ 254.00 CREDIT CAND \$ 254.00 CHECK \$ 0.00 CHECK \$ 0.00			
PAID AT CT \$ 264.00 Taxes Included			
*** Thank You ***			
Sian : *** Customer Copy ***			

Add					
Expenses	Sort 👻				
Create New		Receipt		0	~
eWallet	L	Registration Fee 12/05/2017 Sutton	1	30.00 USD	
All		Receipt		\square	
Offline	i	Hotel 02/18/2018	5	49.77	
 Personal Account 	-	 Hilton 		USD	
Recycle Bin					

- 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.