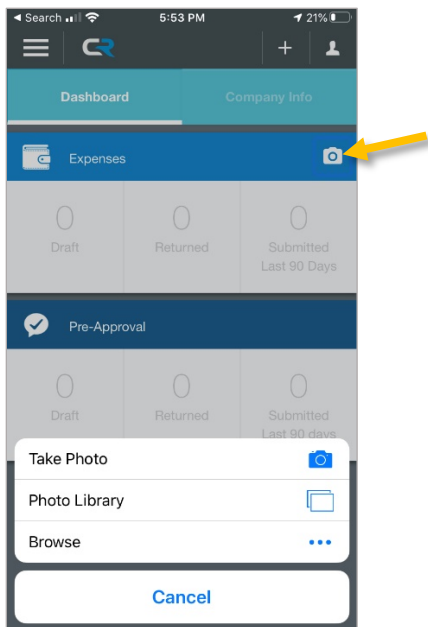


Submitting via app

Chrome River offers two free apps that allow users to capture and upload receipt images right when an expense occurs. The Chrome River app offers the same experience as the desktop site, allowing users to create, submit, and approve expense reports in addition to capturing and uploading receipts. Chrome River SNAP is a supplemental app that offers a single-use experience where users can take photos of receipts to upload to their Receipt Gallery.

After downloading and installing either app from the App Store or Google Play, uploading receipts from either app is simple.

In the Chrome River app, click on the small **Camera Icon** at the top of the Expenses heading. This will open a menu at the bottom of your screen giving the option to take a photo or to select a previously captured photo from your photo library.



After taking a photo or selecting one from your photo library, the photo should be uploaded to Chrome River automatically. You will receive a message at the top of the screen confirming that the receipt was uploaded successfully to your Receipt Gallery.

In Chrome River SNAP, opening the app will take you straight into camera mode. Hold your mobile device

over the receipt and tap the gray circle at the bottom of the screen to take a photo.



Once you have taken the photo, check to confirm the receipt is fully in frame and in focus. (If you need to retake the photo, click **Discard** and try again.) You have the option to enter a description, amount, and select a currency for the receipt by clicking the **Add more information** link under the receipt. After confirming the receipt is legible and, if desired, adding any additional information, click **Upload** to submit.



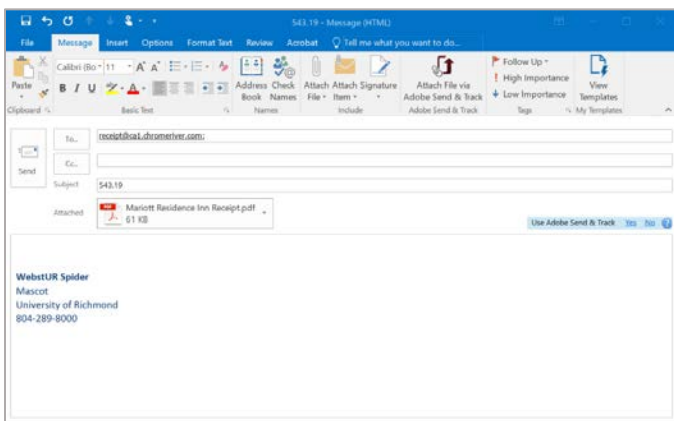
CHROME RIVER QUICK GUIDE – SUBMITTING RECEIPTS

After uploading the receipt, you will be returned to the camera view.

Note: Photos taken with the Chrome River apps are not stored in the device's photo gallery, so they do not take up storage space. However, it is important to verify that the photo has been uploaded successfully and legibly in your Receipt Gallery before discarding any receipts.

Emailing to Receipt Gallery

To email a receipt to your Receipt Gallery, simply attach the images or files to an email message, and send the message to receipt@ca1.chromeriver.com. If you are sending the message from a non-UR email address (e.g., you are forwarding a receipt that was sent to your personal email), ensure that you have set up the email as an Alternative Email in your Personal Settings. (For more details, see the [Chrome River User Manual](#).)

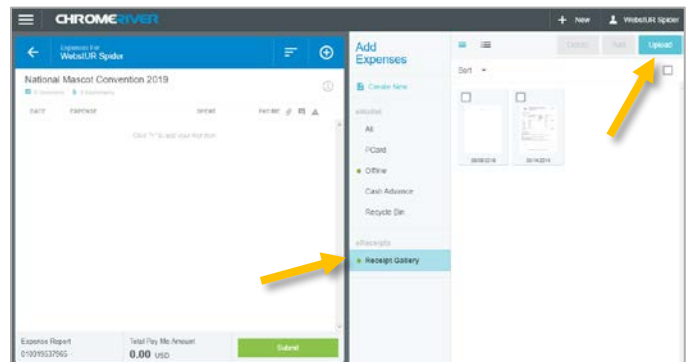


If you are serving as a delegate for another user and need to submit a receipt for that user, you will need to enter the expense owner's email address in the subject line of the email in order to have it show up in their Receipt Gallery and eWallet.

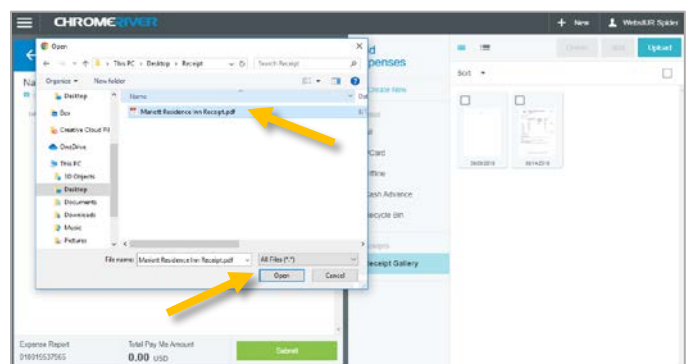
Upload from Computer

In some cases, you may have a scanned or digital receipt saved to your computer. You may upload these receipts to your Receipt Gallery or directly to an expense line item.

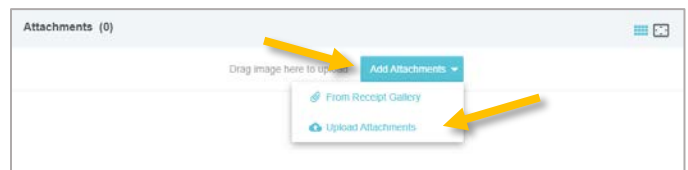
To upload to the Receipt Gallery, navigate to your **Receipt Gallery** and click the **Upload** button in the top right corner.



Navigate to the file on your computer and click Open. The receipt will now appear in your Receipt Gallery with the upload date.



To upload directly to an expense item, open up the expense form for the appropriate item on your report. Scroll to the bottom to find the Attachments section. From here, you can either drag the receipt directly from your desktop to this section or click the **Add Attachments** button and select **Upload Attachments**.



Navigate to the file on your computer and click **Open**. The receipt is now attached to the expense line.