

Adding Receipts to the Receipt Gallery

There are two ways to add receipts to the Receipt Gallery:

- The traveler can upload receipts to the Receipt Gallery using the Chrome River SNAP App.
- The traveler can upload receipts to the Receipt Gallery via a computer.
 - *Tip:* Very long receipts should be scanned into the computer and emailed to receipt@ca1.chromeriver.com from the traveler's USI email, which will go into their Chrome River wallet, or it may be uploaded, from the computer, via the attachments option for the expense line. Very long receipts cannot fit into one page and will not be readable.

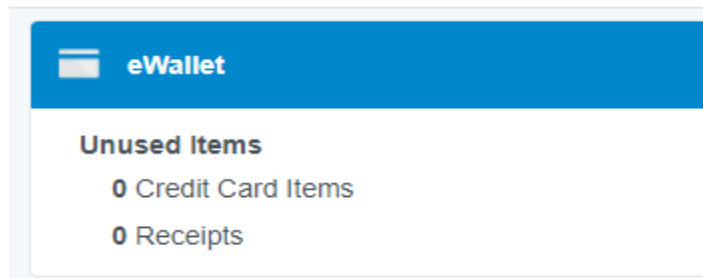
Upload Receipts Using the Chrome River SNAP App

The traveler can use the Chrome River SNAP App and take a picture of their receipt, which will add the receipt to their Receipt Gallery in Chrome River.

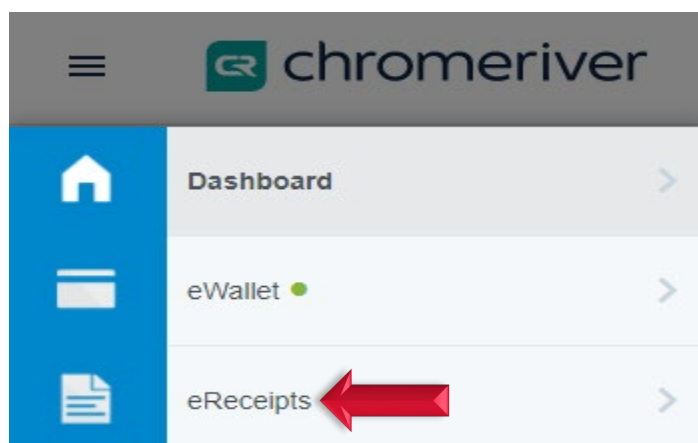
- *Tip:* View the [Chrome River SNAP for Android](#) guide or the [Chrome River SNAP for iOS](#) guide.

Upload the Receipts via a Computer

Click the **Menu** (≡) button in the upper-left hand corner.

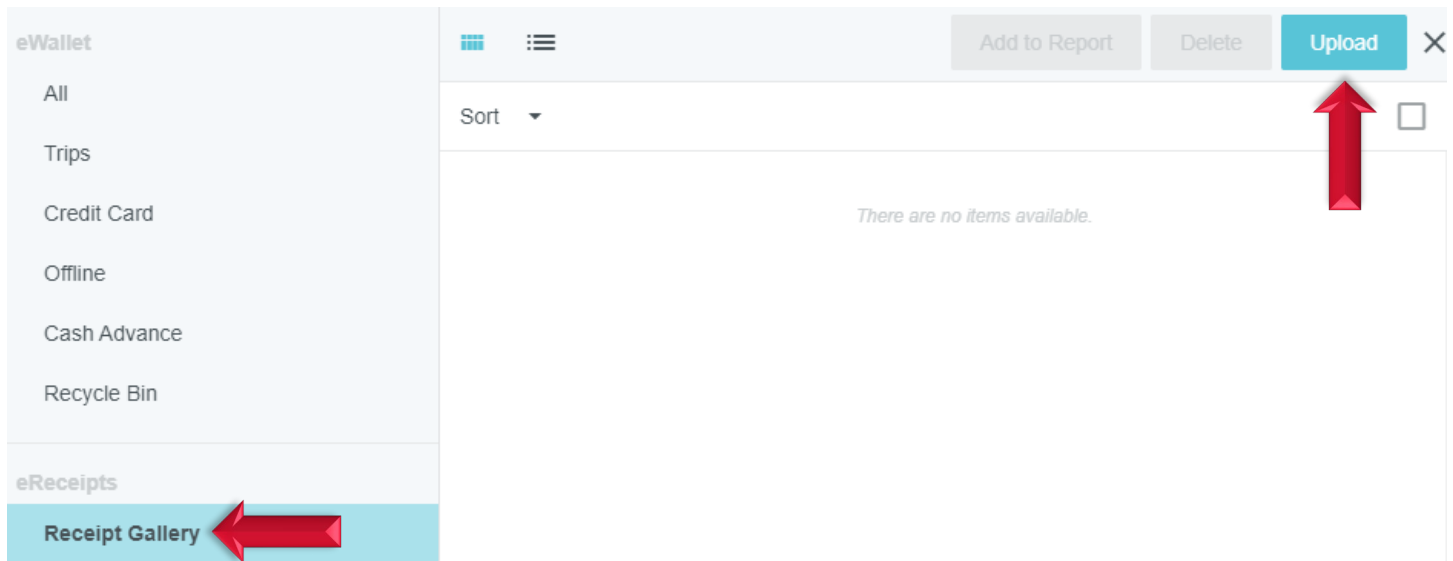


In the side menu that opens on the left, find and click **eReceipts**.



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This will open the **Receipt Gallery**. Click **Upload**. A new window will open. Find and select the document to upload (PDF or JPEG format).



The document will load in the Receipt Gallery, and it is available to be added to an Expense Report.

- *Tip:* If the wrong receipt was uploaded, then click the checkbox in the upper left-hand corner of the document image, which will put a checkmark in the box. Then click **Delete**.

