


Delegate or Traveler Document Attachment

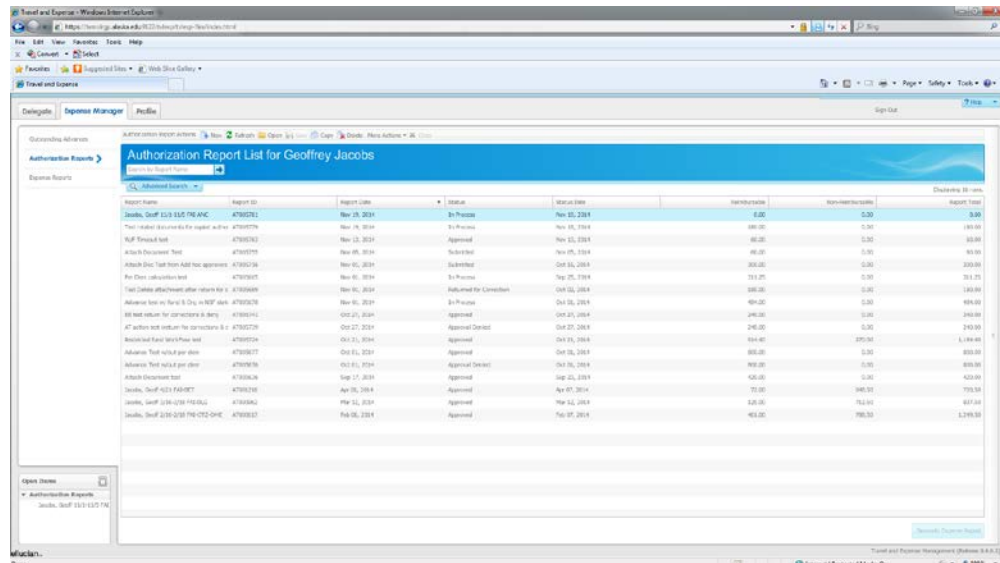
You can add attachments, such as receipts and other related documents for any expense listed on the report.

A Traveler or Delegate can attach a document at the time of the creation of either the Travel Authorization or Expense Report. Also, documents can be attached when the report is in the status of **In Process** or **Returned for Correction**.


The file name for attached documents **cannot exceed 50 characters**.

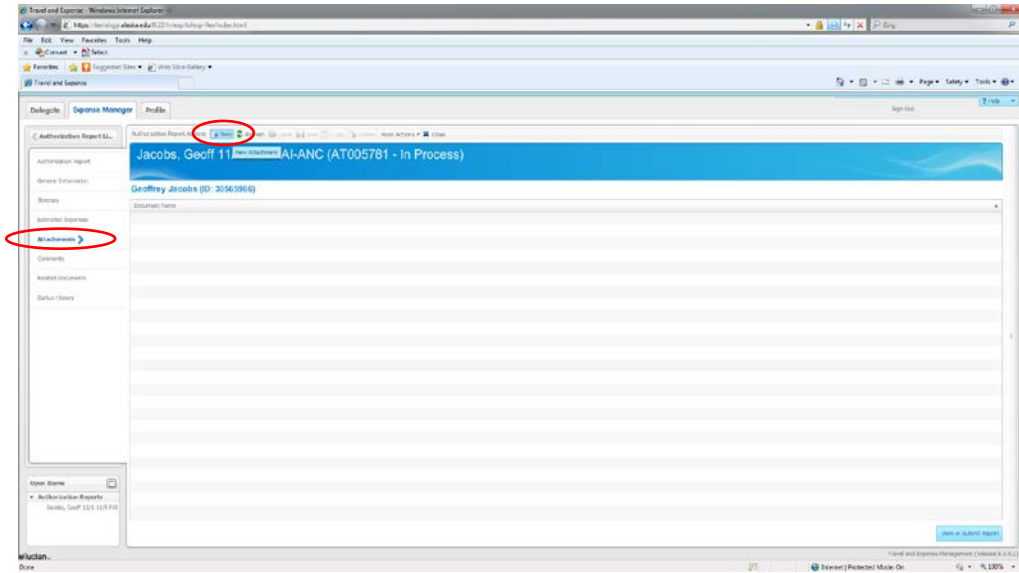
Use the following procedure:

1. Log in to **Travel and Expense Management**.
2. Select **Expense Manager**.
3. Complete either step a. or b. below:
 - a. Create an **Authorization Reports** or **Expense Reports**.
 - b. If the document is in process or returned for corrections, open the document either by double clicking on the document or highlighting the document and click  **Open**.



Report Name	Report ID	Report Date	Status	Status Date	Amount	Non-Expenseable	Disallowable
Jacobs, Geoff 1218-1027-TRV-ANC	4759271	Nov 25, 2014	In Process	Nov 25, 2014	6.00	0.00	0.00
Travel Related Expenses for regular and/or	4759272	Nov 19, 2014	In Process	Nov 19, 2014	100.00	0.00	100.00
TRF Traveler hotel	4759273	Nov 12, 2014	Approved	Nov 12, 2014	80.00	0.00	80.00
Airfare-Expense hotel	4759274	Nov 05, 2014	Submitted	Nov 05, 2014	40.00	0.00	40.00
Airfare-Exp. TRF from Add'l approval	4759275	Nov 05, 2014	Submitted	Oct 24, 2014	200.00	0.00	200.00
Per Diem calculation hotel	4759276	Nov 05, 2014	In Process	Nov 25, 2014	111.25	0.00	111.25
TRF Dishes after/through other reports for e.	4759277	Nov 05, 2014	Returned for Correction	Oct 22, 2014	100.00	0.00	100.00
Advance from TRF to TRF in TRF	4759278	Nov 05, 2014	In Process	Oct 22, 2014	400.00	0.00	400.00
TRF from TRF for corrections to TRF	4759279	Oct 22, 2014	Approved	Oct 22, 2014	240.00	0.00	240.00
AT Airfare and TRF from TRF corrections to e.	4759279	Oct 22, 2014	Approved/Default	Oct 22, 2014	240.00	0.00	240.00
Revised TRF TRF from TRF	4759279	Oct 22, 2014	Approved	Oct 22, 2014	500.00	0.00	500.00
Advance TRF TRF from TRF	4759277	Oct 22, 2014	Approved	Oct 22, 2014	800.00	0.00	800.00
Advance TRF TRF from TRF	4759278	Oct 22, 2014	Approved/Default	Oct 22, 2014	400.00	0.00	400.00
Airfare-Expense hotel	4759276	Nov 05, 2014	Approved	Nov 05, 2014	400.00	0.00	400.00
Jacobs, Geoff 1218-1027-TRV-ANC	4759271	Nov 25, 2014	Approved	Nov 25, 2014	70.00	340.00	710.00
Jacobs, Geoff 1218-1027-TRV-ANC	4759272	Nov 12, 2014	Approved	Nov 12, 2014	5.00	71.00	81.00
Jacobs, Geoff 1218-1027-TRV-ANC	4759273	Nov 05, 2014	Approved	Nov 05, 2014	40.00	360.00	400.00

4. After the document has been opened, select **Attachments** on the navigation panel on the left hand of the screen.
5. Click  **New** to open the **New Attachment** window.

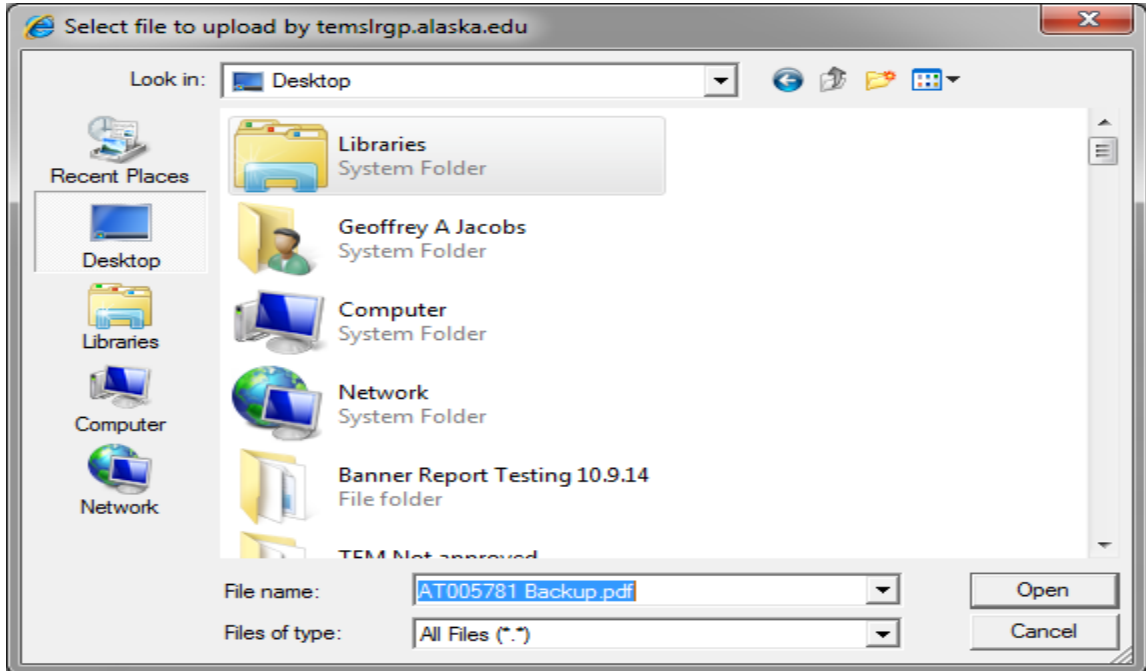


6. A New Attachment select box will appear.

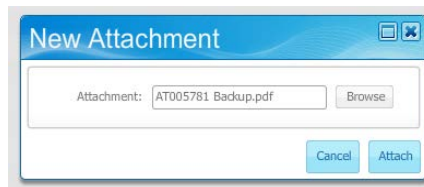


7. Click **Browse** to search for and select the attachment you wish to append to this report.

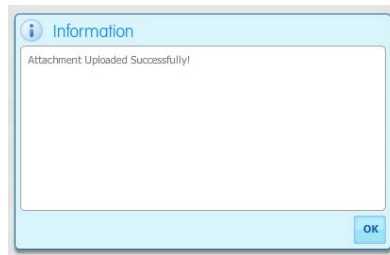
8. Click **OPEN**.



9. Click **Attach** to complete the attachment process for this document.



10. Information box with display. Click **OK**.



You have successfully added an attachment to a report.