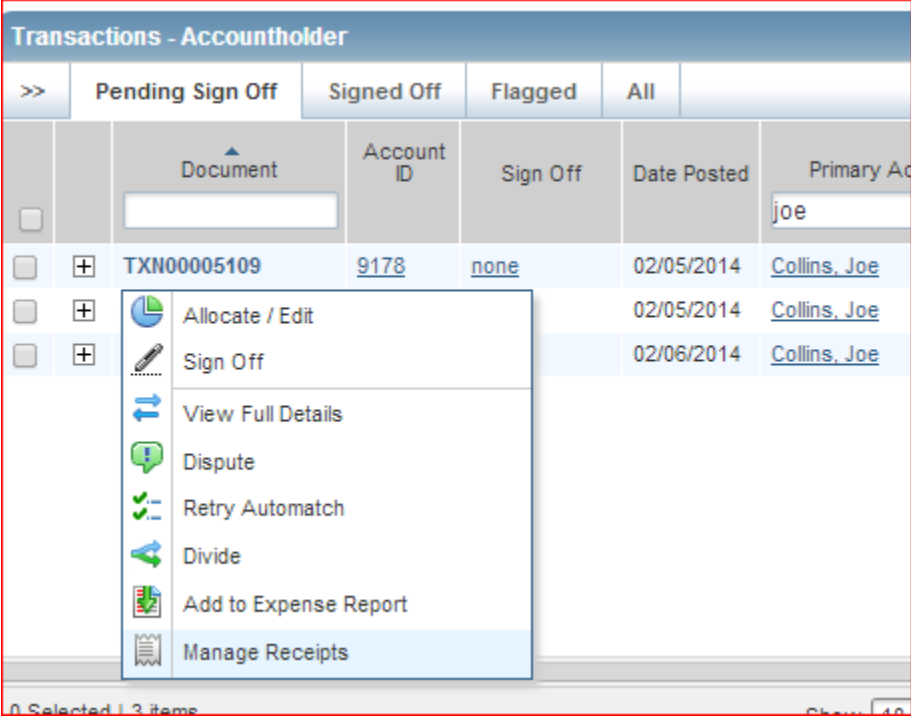


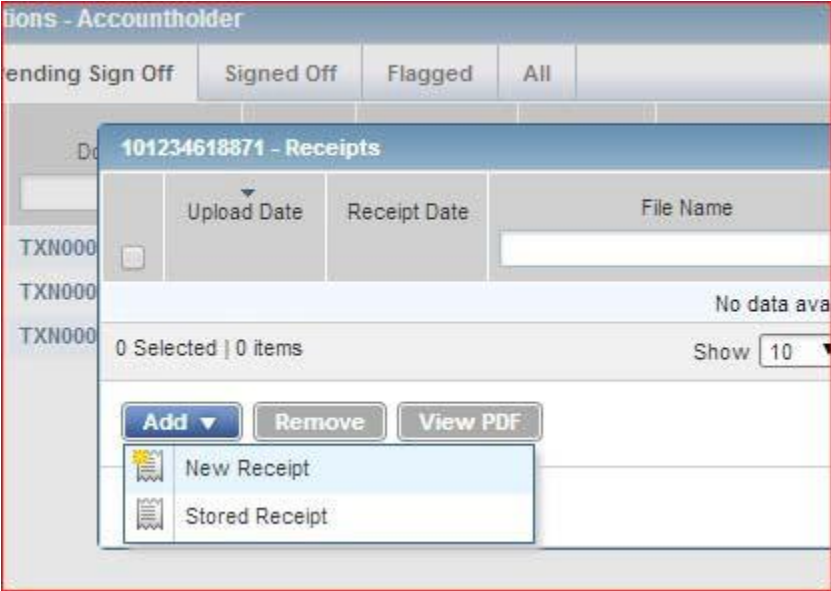
# How To Upload Receipts

**Upload** – Next, you’ll want to upload your receipts to each transaction or expense reimbursement.

Click on the transaction’s Document TXN# and choose *Manage Receipts*:



Then click the Add button and choose *New Receipt*:



Click *Browse* to Find your receipt file on your computer to attach to the transaction.

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**Add Receipt**

Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format that are 1 MB or less.

\* File to Add:  Browse...

Receipt Date:

Description:

OK Cancel

**Note** the 1MB size limit. (There are ways to reduce the size of your JPG or PDF.)

**Note** – once it is uploaded, you will see a YES at the end of the transaction under the Uploaded Receipt column.