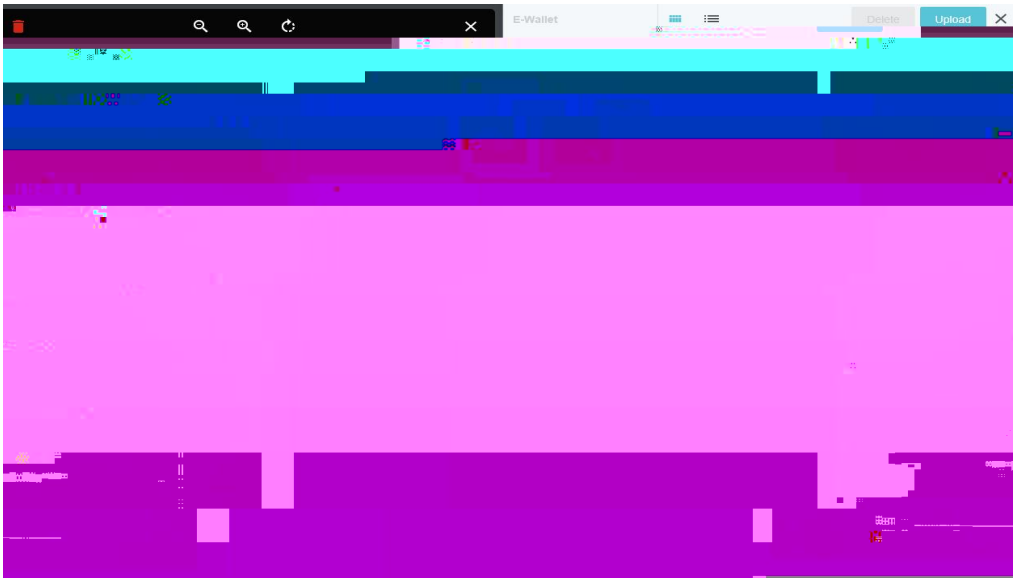
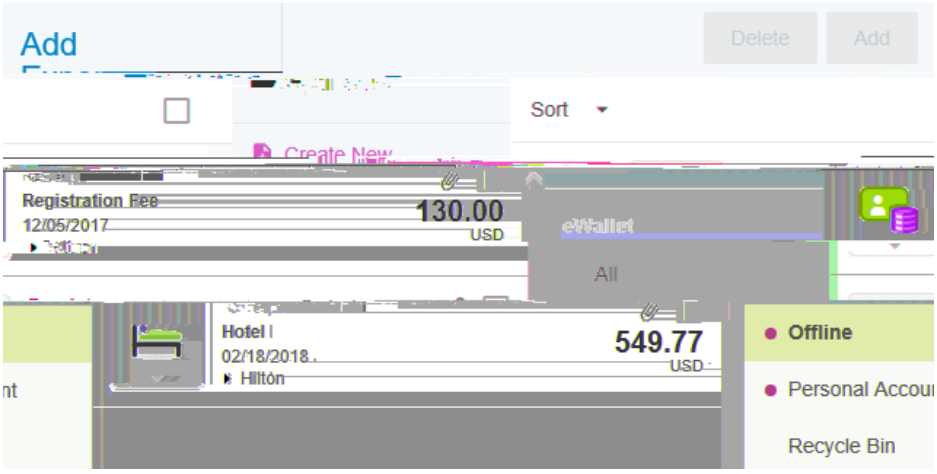
You will then be able to view the receipt in the Receipt Gallery, and an expense line item will be created and housed in the Offline section of the E-wallet.





4) 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.