Mobile - Manage My Expense Receipts

Last Modified on 08/02/2021 4:41 pm GMT

Permissions

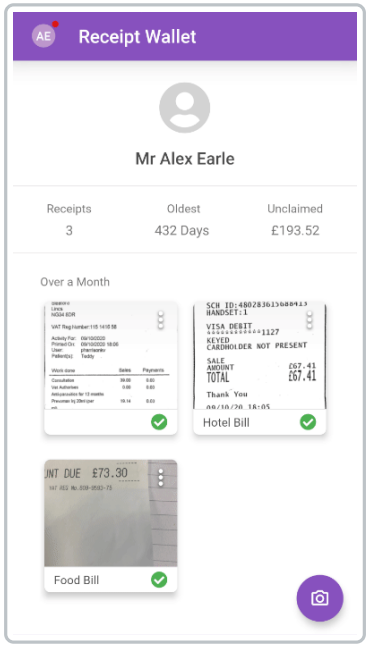
You will require the following permissions:

- No permissions required

You may have forgotten to add a receipt to your expense item, or maybe you don't need a receipt attached at all. This article will show you how to manage receipts on your claims.

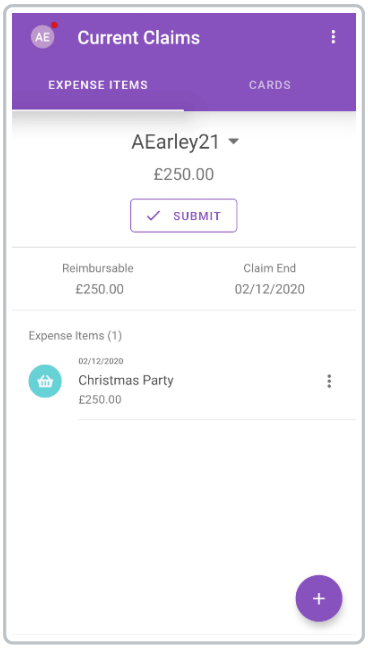
View a Receipt on an Expense

1. Tap the **Navigation Menu** and then tap **Current Claims**. Your latest current claim will be displayed. If you want to swap between your claims, tap the claim name and then select a different current claim.

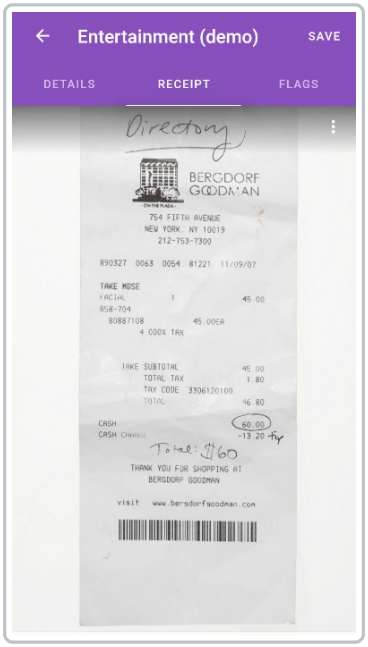


2. Tap the expense item that contains the receipt that you want to view.

3. Within the 'Currently Selected' section tap the highlighted expense item.



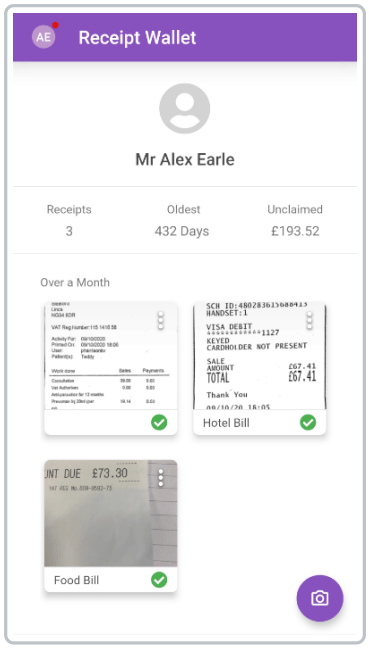
4. Tap the **Receipt** tab.



5. You can view all the receipts attached by swiping left and right.

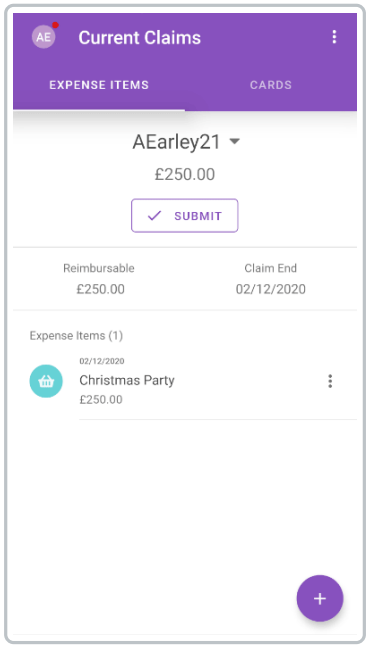
Add a Receipt to an Expense

1. Tap the **Navigation Menu** AE and then tap **Current Claims**. Your latest current claim will be displayed. If you want to swap between your claims, tap the claim name and then select a different current claim.



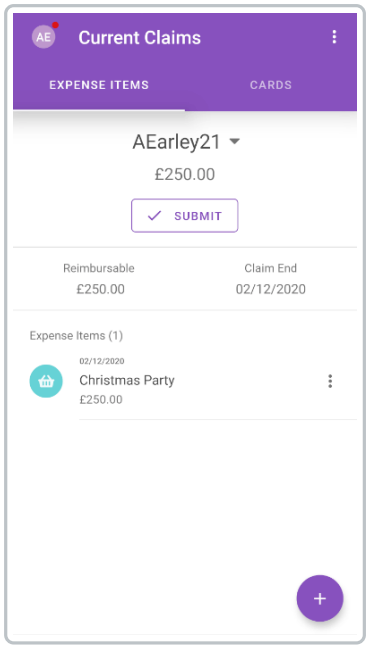
2. Tap the expense item that you want to add a receipt to.

3. Within the 'Currently Selected' section tap the highlighted expense item.

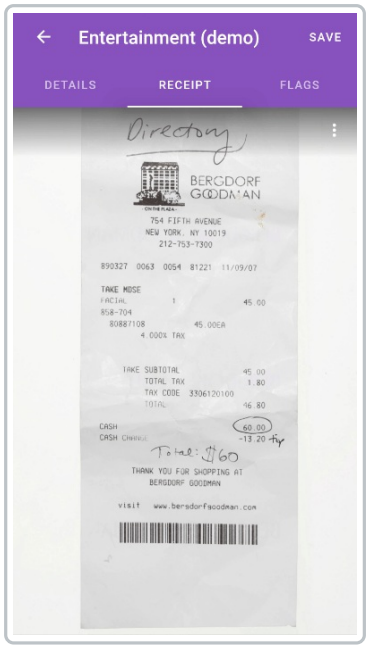


4. Tap the **Receipt** tab.

5. You can either tap **Take Picture**, which will open your camera, or **Select Image**, which will open the image gallery on your device.

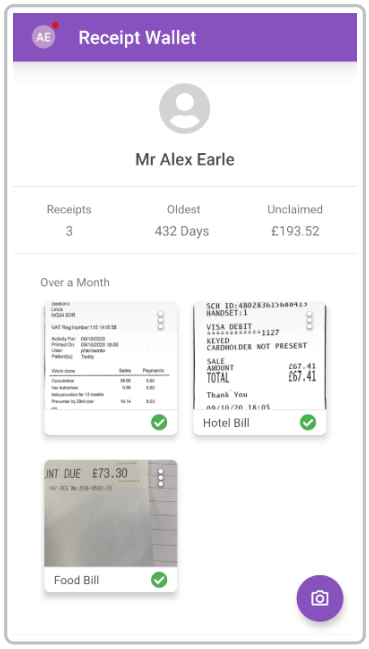


6. You can add further images by tapping the menu ⋮ and then tapping either **Add Image from Gallery** or **Add Image from Camera**.



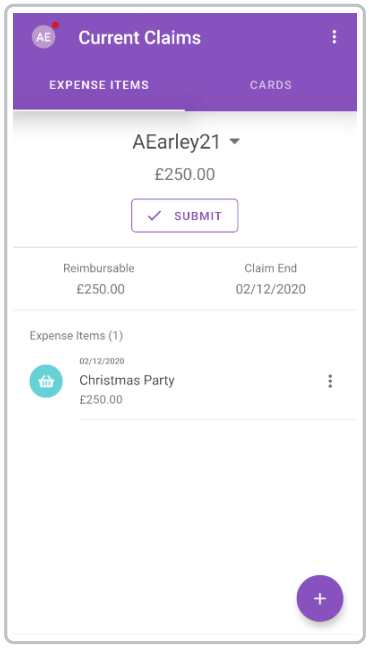
Delete a Receipt from an Expense

1. Tap the **Navigation Menu** AE and then tap **Current Claims**. Your latest current claim will be displayed. If you want to swap between your claims, tap the claim name and then select a different current claim.



2. Tap the expense item that contains the receipt that you want to delete.

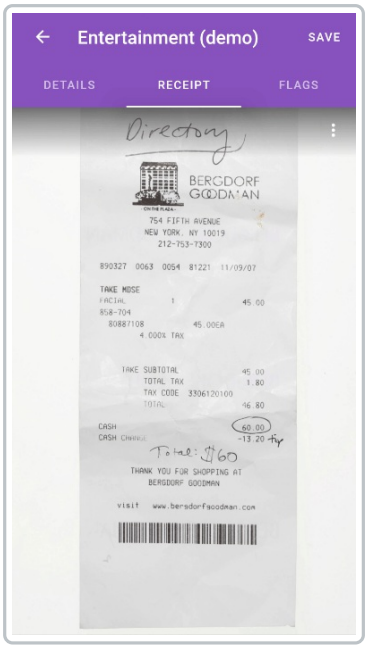
3. Within the 'Currently Selected' section tap the highlighted expense item.



4. Tap the **Receipt** tab.

5. Swipe to the image that you want to delete.

6. Tap the menu ⋮ and then tap **Remove Image**.


Entertainment (demo)
SAVE
DETAILS
RECEIPT
FLAGS
Directory
BERGDORF GOODMAN
754 FIFTH AVENUE
NEW YORK, NY 10019
212-753-7300
890327 0063 0054 81221 11/09/07
TAKE MOSE
FACIAL 1 45.00
858-704
80887108 45.00EA
4.000% TAX
TAKE SUBTOTAL 45.00
TOTAL TAX 1.80
TAX CODE 3306120100
TOTAL 46.80
CASH 60.00
CASH CHANGE -13.20
Total: $60
THANK YOU FOR SHOPPING AT
BERGDORF GOODMAN
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