

Email Memo

Chrome River EXPENSE allows you to create new expense items via email for later attachment to an expense report in the online application—for example, when you have snapped a receipt photo with your mobile device on the go.

Emailed images appear in the Receipt Gallery, while plain text email memos appear in the E-Wallet's **Offline** section. If you know the Report ID of the expense report to which you want to add the image, you may email it directly to that report.

Only JPG, PDF, PNG, and TIFF files can be accepted, and the combined size of all files uploaded to a single report may be no larger than 100 MB.