
2. You have the option to import a Pre-Approval for more efficient completion of the expense report or enter the information manually.

3. Select the Pre-Approval from the drop-down menu to open the report information.

4. You will need to enter the “Business Start Time” and “Business End Time”.

5. Ensure each field is completed and click “Save” to proceed to the next section to enter your expenses.
6. Click on an expense category to submit receipts and confirm the amount to be reimbursed. As you progress through each category, you will be presented with information to help you complete the expense report. Click the “Edit” button to open the expense category.

7. To add a receipt, click and drag the receipt image into the browser window or use the “Add Attachments – Upload Attachments” button to upload the receipt into the system.

8. If you utilized the CR SNAP App, you can access your receipt from the “Add Attachments – From Receipt Gallery” button.
Your receipt has been received, processed and is ready to be expensed.

Amount: 3.83 USD  
Date: 08/12/2022  
Expense Type: Merchant  
Merchant: F.H.eao Ao  
Description: Thank you.

If a receipt image was attached, the data has also been extracted by Chrome River, and will make it easier for you to quickly create an expense item. All data can be changed when the expense item is created within the app.