JOB AID – ADD ATTACHMENT TO EXPENSE REPORT IN APPROVAL

While an expense report is in approval, it cannot be edited (except by Withdrawing). However, you are able to add an attachment to your report while it's in approval.

EXAMPLE: YOU DID NOT INCLUDE YOUR SUPERVISOR'S APPROVAL AS AN ATTACHMENT.
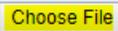
1) Open the expense report.

2) Click the "+" for Attachments.

Attachments   None ➕

3) Select the file and click "OK".

Attachments

Actions ▼	View ▼	➕ ✖				
Type	**Category**	* **File Name or URL**		**Title**	**Description**	**A**
File ▼	Receipts ▼	Choose File No file chosen				Al

Rows Selected 1

OK

4) Click "Submit Receipts" to submit the newly added attachment.

5) Email the SON Finance Department (Mariely at mariely.rosario@rutgers.edu) to advise that the attachment has been added. Please note that the system does not send a notification to the Finance dept when a file is added.

NOTE: Sometimes the Finance dept has issues viewing attachments added in this manner (a system related issue). If you are asked about a document that you already attached, please confirm that it is there in your report and provide a copy via email to the Finance dept.