

How to Add Receipts in Chrome River

Chrome River SNAP App (“SNAP”) – Mobile Device access:

SNAP enables Users to quickly and easily capture and upload Receipt images when the Expense occurs. The User can snap a photo of the Receipt using the SNAP app in the User’s mobile device and it will upload directly to the Chrome River Receipt Gallery, and the Offline tab of the eWallet for reconciliation in Chrome River. SNAP may also be used to upload images taken with another app on the User’s mobile device.

Download the free SNAP from the App Store (iOS) or Google Play Store (Android). Only JPG, PNG, and HEIC/HEIF files can be accepted via SNAP.

Emailing Receipts: Use the Snap and Send feature to quickly load Receipt images to the User’s Chrome River eWallet. The User can take a photo of one or more Receipts and email them to receipt@ca1.chromeriver.com. The Receipts will then be available within the User’s Receipt Gallery. Use the ttu.edu email account that is registered with Chrome River or add additional email addresses via the Preferences menu.

Emailing Receipts to Another User’s eWallet: enter the Cardholder’s ttu.edu email address in the subject line of the email and mail to receipt@ca1.chromeriver.com. The sender must be a TTU/TTUS employee and have the email address they are sending from stored in Chrome River.

Emailing Receipts to a Department Card’s eWallet: enter the Department Card’s email address (assigned by the TTU PCard Office) in the subject line of the email and mail to receipt@ca1.chromeriver.com. The sender must be a TTU/TTUS employee and use their ttu.edu email address.

A confirmation email is sent to the sender, confirming that the Receipt was received.

RECEIPT RECEIVED		Chrome River
Your receipt has been received, processed and is ready to be expensed.		
Expense Owner	TTU EHS2 0316 ehs0316@ttu.edu	
Amount	84.20 USD	
Date	11/30/2020	
Expense Type	Market	
Merchant Description	Kay Wall	
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.		

Attach Directly to Line Item: PDF Receipts may be dragged and dropped onto a line item Expense from the Receipt Gallery, Desktop, or uploaded with the Add Attachments option on the line item.

Additional Receipt information is available in Chrome River Help >> Expense >>Receipt Submission Use Cases.