Documentation is required to support your expense reports. You may have to attach multiple documents to an expense line or add extra documents to the report.

This how-to sheet outlines the steps required to:

- Add multiple documents to the same expense line
- Add a document to the report

**THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/LAPTOP**

1a. Attaching a second document to an expense line

A report has been started.

An expense line has been created with a legible, itemized receipt attached.

In this example, a conference agenda is required in addition to the receipt to show whether meals have been included in the conference registration fees. Carleton policy does not allow a travel allowance to be claimed for meals that have been paid for through conference registration fees.
1b. **Attaching a second document to an expense line**

To attach a second receipt, click the blue ‘Save Expense’ button.

1c. **Attaching a second document to an expense line**

In the new screen, click on the expense line.

1d. **Attaching a second document to an expense line**

There is now an ‘Append’ button.

**TIP:** Depending on the size of your screen, you may need to scroll down to see the ‘Append’ button.

In this example, the ‘Append’ button can be used to attach the conference agenda.
2. Attaching documents to an expense report

You can also attach documents to the report.

To do this, click on the blue ‘Manage Receipts’ text and choose ‘Manage Attachments’.

Follow the prompts.

What next?

- Visit carleton.ca/facts/travel to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca.