

Submitting Receipts

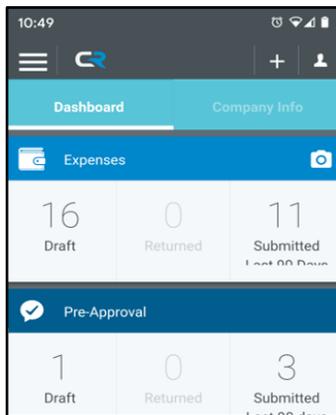
One of the best features of the Mason Finance Gateway is the image processing, OCR (optical character recognition) and email handling technology which allows users to add a transaction's data into an expense report with little manual entry. There are several ways to submit receipts electronically directly to the Mason Finance Gateway which are explained below. In order to use these features, you must have taken the required training and received access to the Mason Finance Gateway. Additional information is available here: <https://fiscal.gmu.edu/mason-finance-gateway/>

Download the App(s)



Chrome River
Chrome River Technologies, Inc.
Installed

The **Chrome River** app offers the same experience as the desktop site, allowing users to create, submit, and approve expense reports in addition to capturing and uploading receipts.



When adding an Attachment in the **Chrome River** App, select *Upload Attachment*, then *Camera*.



Chrome River SNAP
Chrome River Technologies, Inc.
3.9★ 10K+

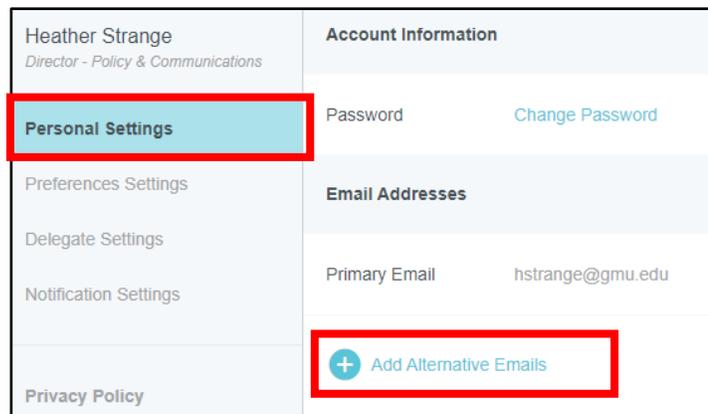
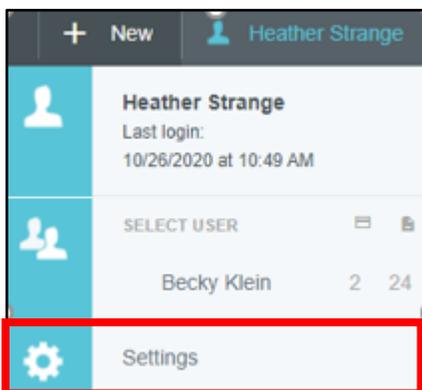
Chrome River SNAP is a supplemental photo app that allows users to take a photo of receipts and add details (optional).

When Uploading a receipt in **SNAP**, the image is available in the users Receipt Gallery.



Email to Receipt Gallery

To email a receipt to your Receipt Gallery, simply attach the images or files to an email message, and send the message to (receipt@ca1.chromeriver.com). If you are sending the message from an account other than your Mason email address (e.g., you are forwarding a receipt that was sent to your personal email), ensure that you have set up the email as an *Alternative Email* in your *Personal Settings* (shown below).



Submitting Receipts

Note: If you are serving as a delegate for another user and need to submit a receipt for that user, you will need to enter the expense owner's Mason email address in the subject line of the email in order to have it show up in their Receipt Gallery and eWallet.

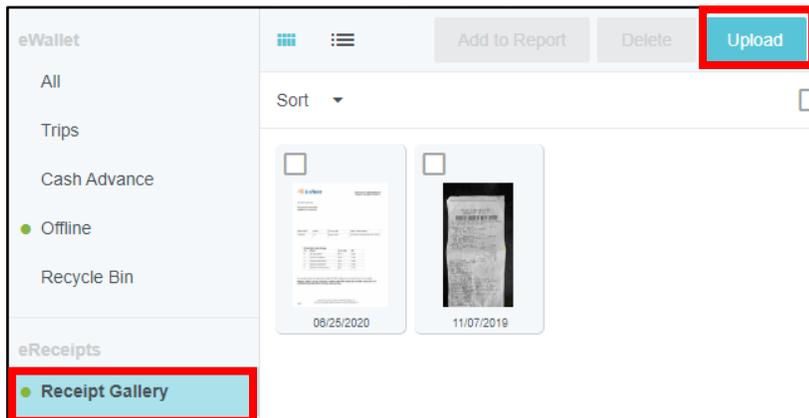
Direct Uber and Lyft Integration

Users may have ride information automatically sent from their [Uber](#) and [Lyft](#) accounts direct to their expense reports when they ride on their Uber and Lyft Business Profiles. After selecting Chrome River as their expense management provider on their Business Profile, Uber and Lyft will automatically send details of all rides taken on their Business Profile, complete with the receipt image and map, to Chrome River, at the same time users receive a copy of their receipt by email.

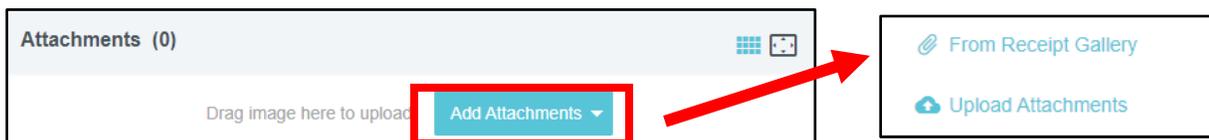
Traditional Upload

If you prefer not to use the App(s) or email options you may upload receipts and documentation directly to your Receipt Gallery or directly to an expense line item. You must have the file saved on your computer in order to upload.

1. Go to your **eWallet** and then select *Receipt Gallery*. Click on *Upload* and then choose the File(s) from your computer. This will add the items to your Receipt Gallery.



2. Upload an attachment directly to the expense by selecting *Add Attachment* at the bottom of the transaction. From here you can attach an item from your *Receipt Gallery* or *Upload Attachments* by opening a file saved on your computer and then uploading it.



For general questions and helpful guides please visit <https://fiscal.gmu.edu/mason-finance-gateway/>. For assistance utilizing the Mason Finance Gateway please contact mfgadmin@gmu.edu. For questions on travel please contact travel@gmu.edu, for non-travel please contact acctpay@gmu.edu.