Travel Activities
Sending Receipts to RightFax

Overview:

Understanding How to Send Receipts to RightFax

In this topic, you will learn the steps to send receipts from Expense Reports to RightFax, which will route to Hummingbird after processing.

When faxing receipts:

- Be sure to include all receipts of items being claimed on the Expense Report (ER) except those that do not require receipts (please see the Travel website for more information).
- You can attach a standard 8x11 sheet of paper to the Expense Receipt Fax Submittal Sheet by taping it below the header information.
- Do not tape over any identifying information of the trip.
- Do NOT highlight anything on the receipts as this will appear blacked-out when received.
- Do not try to overfill the page with receipts to save another sheet from being used - it is more important that Pre-Pay Auditors can read the receipts.
- Attach receipts in one direction only.

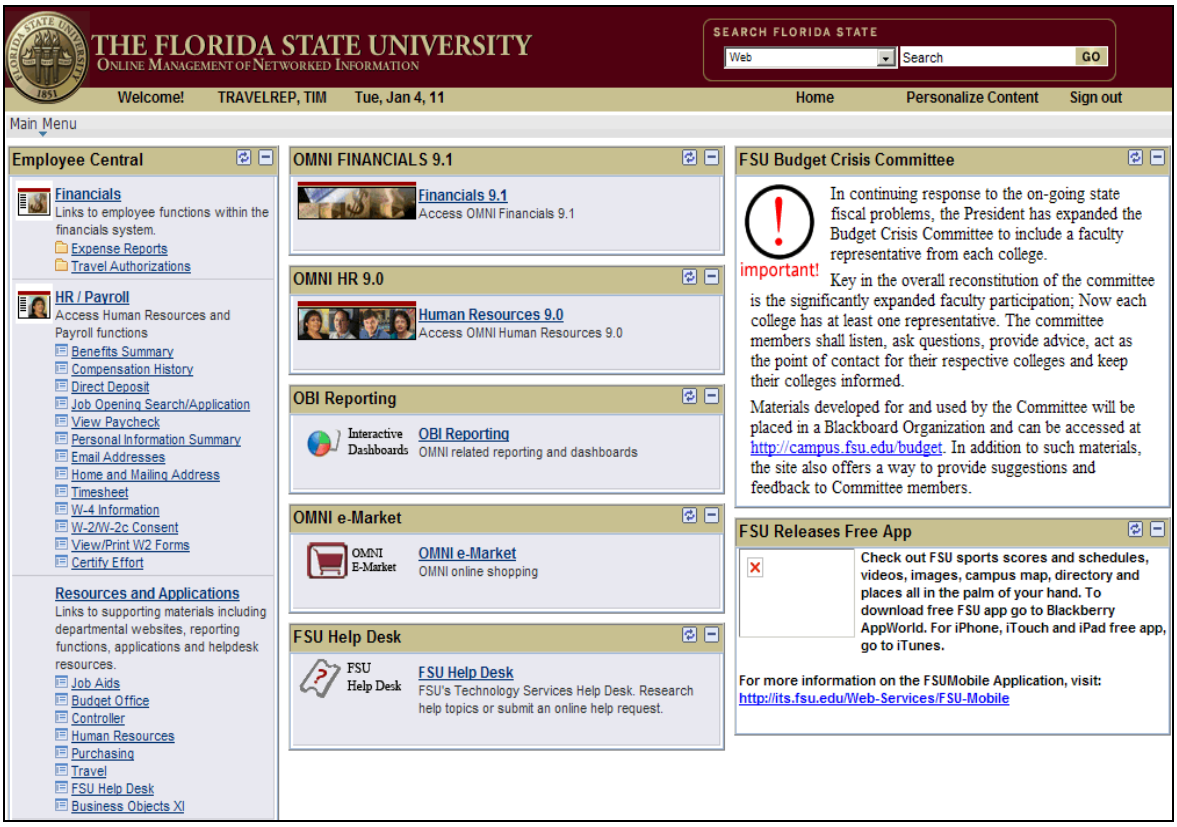
Fax Expense Receipt Fax Submittal Sheets with receipts to 850-645-9501.

OMNI Security Role Required:
FSU_TE_TRAVEL_REP

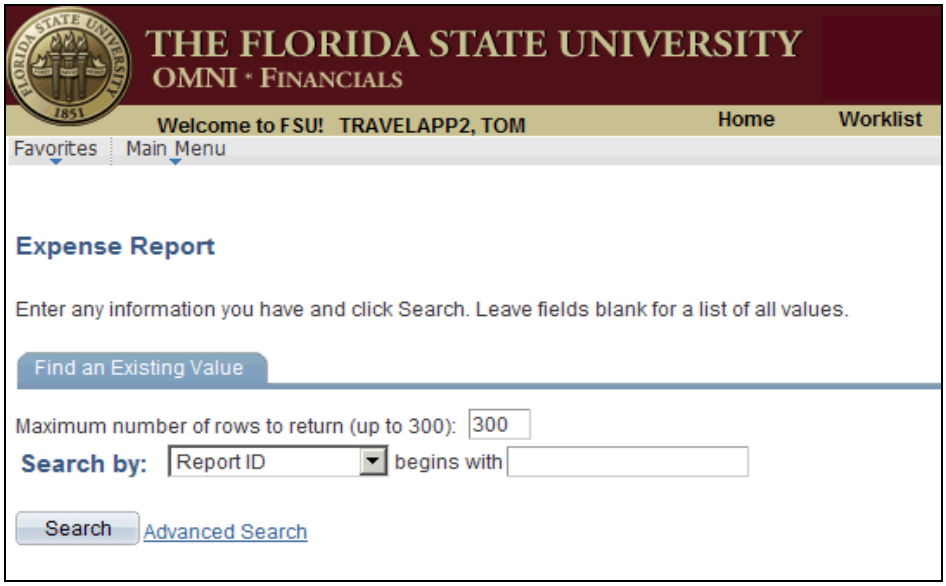
Procedure

Scenario:
In this topic, you will learn the steps to send receipts from Expense Reports to RightFax, which will route to Hummingbird after processing.

Key Information:
Expense Report ID

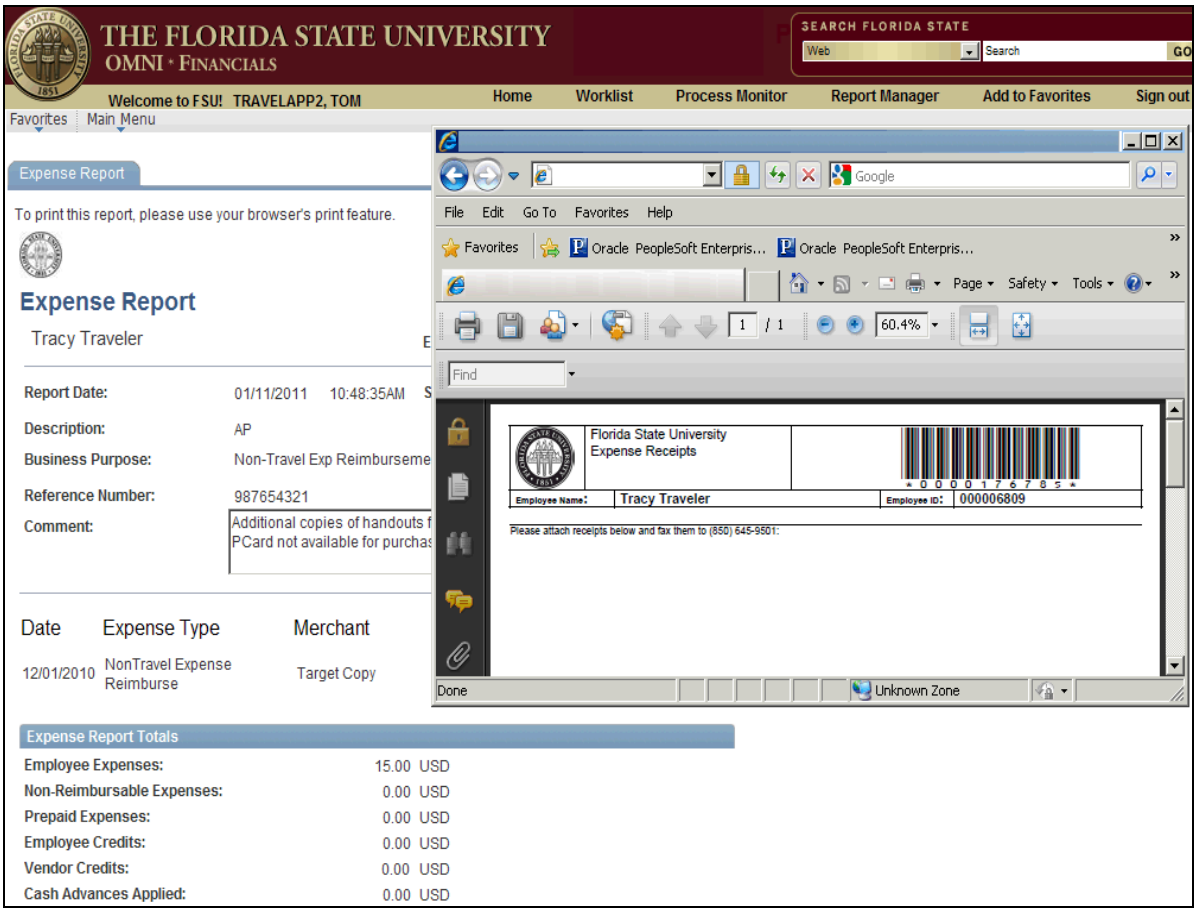


Step	Action
1.	Click the **Financials 9.1** link. Financials 9.1
2.	Click the **Main Menu** button. Main Menu
3.	Hover over Employee Self-Service, and click the **Travel and Expense Center** menu. Travel and Expense Center
4.	Click the Expense Report **Print** link. Print



Step	Action
5.	Enter the Report ID of the Expense Report for which you want to send receipts.
6.	If you do not know the ER ID, change the **Search by** drop down and search by the employee name.
7.	Click the **Search** button. Search

Step	Action
8.	Click the **Generate Expense Receipt Fax Submittal Sheet** button. Generate Expense Receipt Fax Submittal Sheet



Step	Action
9.	Click the **Maximize/Restore** button.
10.	Print as many copies of the **Expense Receipt Fax Submittal Sheet** as needed for the receipts from the trip using the **Print** button.

Step	Action
11.	**When faxing receipts:** • Include all receipts of items being claimed on the Expense Report (ER) except those that do not require receipts (please see the Travel website for more information). • Attach a standard 8x11 sheet of paper to the **Expense Receipt Fax Submittal Sheet** by taping it below the header information. • Do not tape over any identifying information or highlight any information on the receipts, as this will appear blacked-out when received. • Do not try to overfill the page with receipts to save another sheet from being used - it is more important that Pre-Pay Auditors can read the receipts. • Attach receipts in one direction only. Fax **Expense Receipt Fax Submittal Sheets** with receipts to 850-645-9501.
12.	Click the **Close** button to close out of the **Expense Receipt Fax Submittal Sheet**.

Step	Action
13.	Click the **Home** link. Home
14.	**Congratulations!** You have completed the topic. **End of Procedure.**