



# Travel and Entertainment MyTravel Expense Receipt Upload

[https://afsapps.ucdavis.edu/travel\\_receipts\\_upload/ReceiptUpload.cfm](https://afsapps.ucdavis.edu/travel_receipts_upload/ReceiptUpload.cfm)

## Instructions

Please follow these simple steps to upload your receipts:

- 1) Collect your receipts in PDF format
- 2) Navigate to the upload webpage (link above)
- 3) Find your report in displayed list
- 4) Click on the Submit Receipts button
- 5) Click on the Browse button to select your PDF from your file folders
- 6) Select the PDF file and click Open, or double-click on the PDF file
- 7) Click the Upload File button to complete the process

After clicking the Upload File button, your PDF will be staged for importing into the Accounting and Financial Services document management system. Importing is normally complete within 5 minutes. After that time, your receipts should be retrievable via the MyTravel system.

## Delegate Submissions

If you are preparing a report as a delegate, you can select the traveler from the drop-down list to see their report list and submit receipts on their behalf. Pick yourself from the list to get back to your own reports.

## Allowed File Formats

Only PDF documents are permitted through this service. If you have receipts in another format, please either save or print the receipt to PDF first.

## Best Practices

- Create black and white PDF rather than color – it will save space and is easier to read
- Utilize a smart phone app to generate a PDF from the phone camera and email it to yourself for easy access (CamScanner is a good free app for iPhone and Android)
- If you don't see your receipts in MyTravel after several minutes, make sure you didn't accidentally attach them to the wrong report

## Need Help?

Contact the Travel Help Desk at [travelhelp@ucdavis.edu](mailto:travelhelp@ucdavis.edu)