A Receipt Package must be uploaded during the process of Expense Report submission in Archivum Travel. Once uploaded, Archivum will generate and attach a cover sheet to the receipt package; the cover sheet must be signed by the Traveler via either DocuSign or the "Print and Sign" option.

When building a Receipt Package, please be aware of the following:

- All receipt packages uploaded to Archivum should be uploaded in a **PDF format**. If your receipt package file is <u>not</u> in a PDF format, do not attempt to change the file extension, as this will result in a corrupted file that cannot be opened by the system. Instead, please create a separate PDF file.
- Before attaching a receipt package to the expense report, please ensure the PDF file is able to be opened and is not corrupted.
- In order for a cover sheet to be signed using DocuSign, receipt packages must be **under 17MB.** If a receipt package is larger than 17MB, only the "Print and Sign" option will be available to sign the cover sheet. You will see the following message appear in Archivum:

Approval Signature

Method *

🔘 Print and Sign

The document that was previously uploaded was too large. "Print and Sign" will need to be downloaded, signed, and uploaded.

GO BACK

- To minimize file size, it is recommended that receipt packages are scanned in **black and white (no color)**, with a scanning quality **no higher than 200 dpi resolution**. A lower resolution may be necessary if your receipt package has a high page count.
- If a receipt package file is close/equal to the 17MB limit, please review the above information to determine if the file size can be reduced. If not, it is recommended that the "Print and Sign" option is used for traveler signature rather than DocuSign.
- If you're unsure of the file size of a receipt package, you will find this information in the 'Size' column of where the file is located.

Type	Size
Microsoft Word D...	1,076 KB
PDF File	235 KB
Text Document	1 KB
File folder	

If you have questions, please contact travelhelp@usf.edu.