

Building a Receipt Package

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

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 not 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.



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

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.