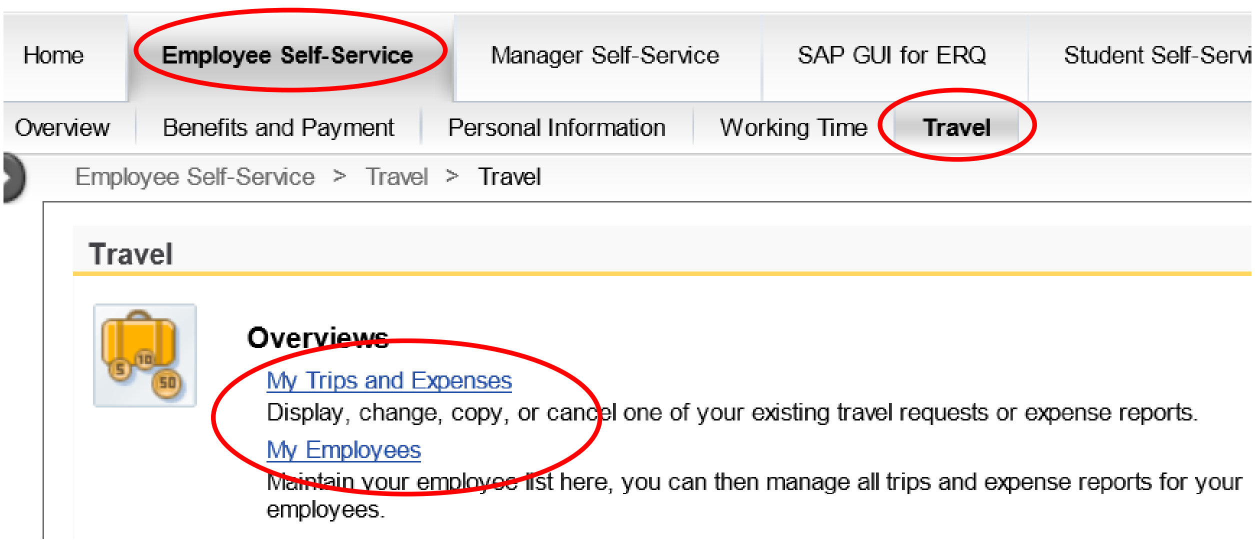
Add Electronic Attachments

Location(s): myNKU → ESS Travel

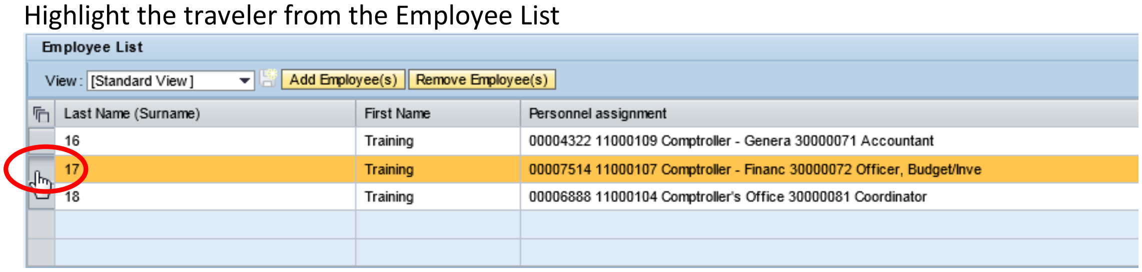
Purpose: *Reference:* *http://comptroller.nku.edu/travel/Travel_Request.php*

Receipts and other supporting documentation are to be scanned and attached electronically for swift processing by accounts payable. Receipts paid by non-grant funds are to be kept three years after audit. Receipts paid by grant funds are to be kept for seven years after audit. Please contact Grants and Contracts Administration Office for further information.

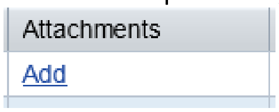
1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select Employee Self-Service tab
3. Select Travel sub-tab
4. Select My Trips & Expenses
   OR
   Select My Employees



- Highlight the traveler from the Employee List

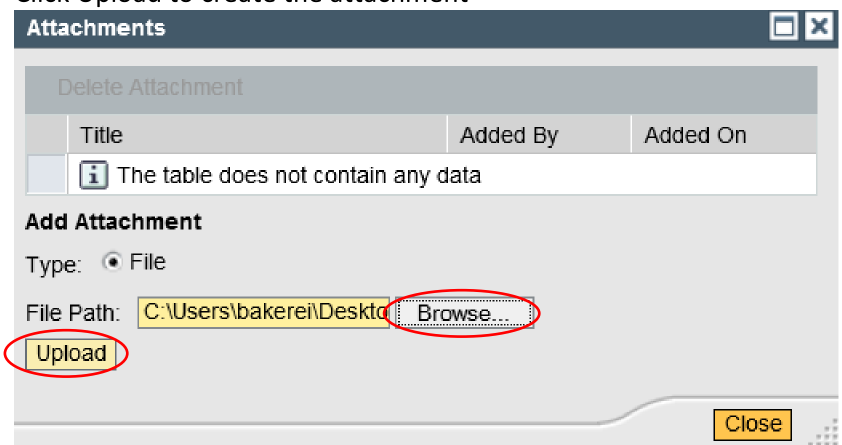


5. On the Travel Requests tab, click Add under the Attachments column

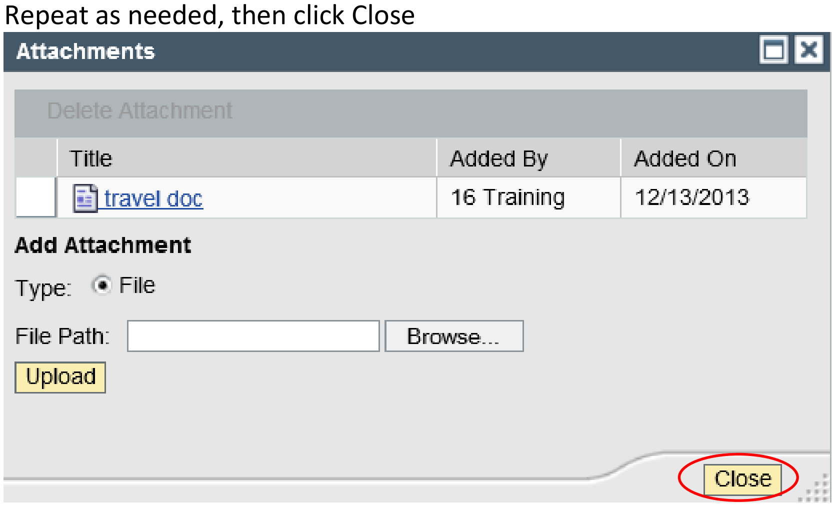


OR Click the Attachments button within the Travel Request

6. Click Browse to locate the attachment on your computer
7. Click Upload to create the attachment



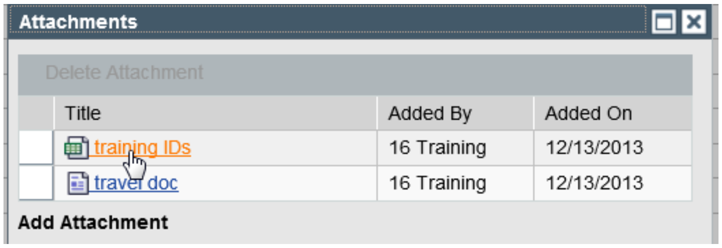
- The attachment is now displayed in the Attachments window
- Repeat as needed, then click Close



- The Attachments column and button reflects the number of attachments created

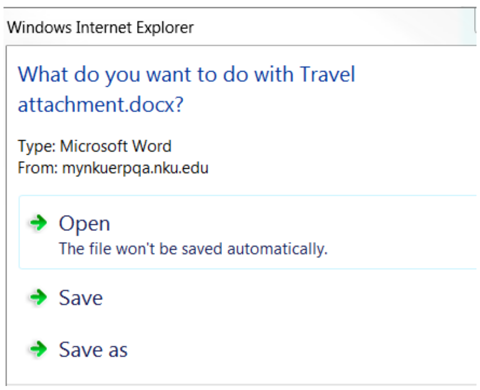
To view attachments

1. Click the number in the Attachments column of click on the Attachments button
   - A list of all attached documents will display in a new window
2. Click on the attachment link



3. Click Open or Save as

Note: Files attached in xlsx and docx format cannot be opened unless saved to the desktop first.



To delete attachments

1. Click the number in the Attachments column
2. Highlight the row with the attachment you wish to delete
3. Click Delete Attachment
4. Click Close

Note: You will not receive a message to confirm deletion