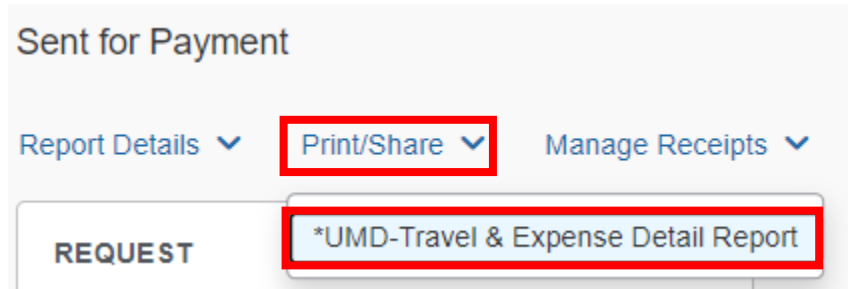


Job Aid: Guest & Non-Employee Post-Travel Instructions (2 of 2)

Guest & Non-Employee Post-Travel Instructions (2 of 2)

This aid will go over what departments will need to do after a guest/non-employee expense report is submitted and fully approved that includes reimbursements.

1. Department downloads the Expense report as a PDF from Concur

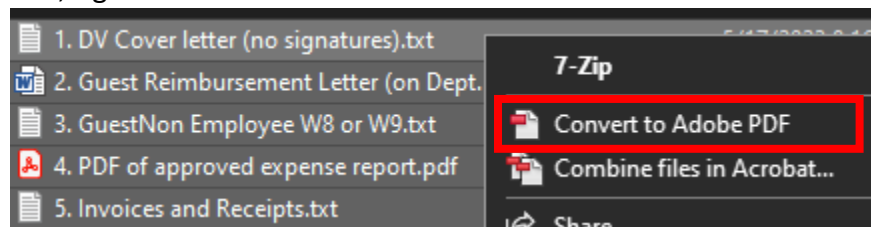


2. Scroll down and click on the blue **Save as PDF** button



3. Department downloads the W-8/W-9 from the Box folder/group account
4. Using Adobe, the department **must** combine the files in the **following** order: DV Cover sheet from step 5 below (no signatures), the signed [Guest Reimbursement Notification](#) (on dept. letterhead & signed by department), the W-8/W-9, the PDF of the expense report from Concur, and the invoices/receipts.

- a. Do **not** create a Portfolio
- b. Select the 3 files, right-click and select **Combine files in Acrobat**



- c. Once Adobe opens, click on **Combine** at the top-right



- d. Save the file

5. Department creates a DV in KFS and attaches the combined PDF
6. Department deletes the documents containing Social Security numbers from the computer and submits the DV to Accounts Payable