











PA Expense Reimbursement E-Filing Instructions

Creating an Expense Reimbursement: Step-by-Step Instructions to Scan (for LS, MS, US, Projects, International, FOTA, Exec Committee Members)

1. Find your Notes app.
2. Open Notes and select a note or create a new one.
3. Tap the Camera button , then select Scan Documents .
4. Place your completed request form in view of the camera.
5. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button  or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. Either keep scanning receipts and other documents if needed. When finished, select Save.
7. Tap the send (circle with three dots) icon. Select the Select a copy/Share button  to send. Email or text the PDF to your Board Chair for approval.

Approving an Expense and Submitting for Reimbursement: Instructions to Add Signature (for Board Chairs ONLY)

1. Tap the document in your email or text to open. Press  and select Save to Files.
2. Open your Files folder. If you are not sure where your icon is located, go to your home screen, swipe to the right on your screen, type 'Files' in the search bar and select the blue files icon.
3. Open the document you saved.
4. Tap the Share button , then tap Markup .
5. Tap the Add button , then tap Signature  and add a saved signature or create a new signature. Then you can adjust the size of the signature box and place it wherever you want on the Expense Reimbursement Form.
6. Tap Done. Tap the Share button , then and **email to ccds.pa.treasurer@gmail.com**. Please do not text submissions.