



Guide to Completing PDF Forms

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Navigating to Finance Forms

Finance Forms webpage

Navigate to <https://www.luc.edu/finance/forms.shtml> and open a fillable PDF form (this example uses the Expense Reimbursement form)

Opening a Form

Form links can be found on the main forms page or within the form's instructions.

Accounts Payable Forms:	
Electronic Payment Request Form	Instructions (FAQ)
Expense Reimbursement Form	Instructions

Expense Reimbursement Form Instructions

Purpose:

Use the Expense Reimbursement Form to request reimbursement for any out of pocket travel, business or entertainment related expenses pertaining to Loyola University Chicago (LUC) activity.

Login to Secure Area, if prompted

Forms that specifically deal with sensitive information are secured on our website and require a Loyola login (UVID) and password to access. Enter your LUC UVID and Password, if prompted.

Sign in

<https://www.luc.edu>

Username

Password

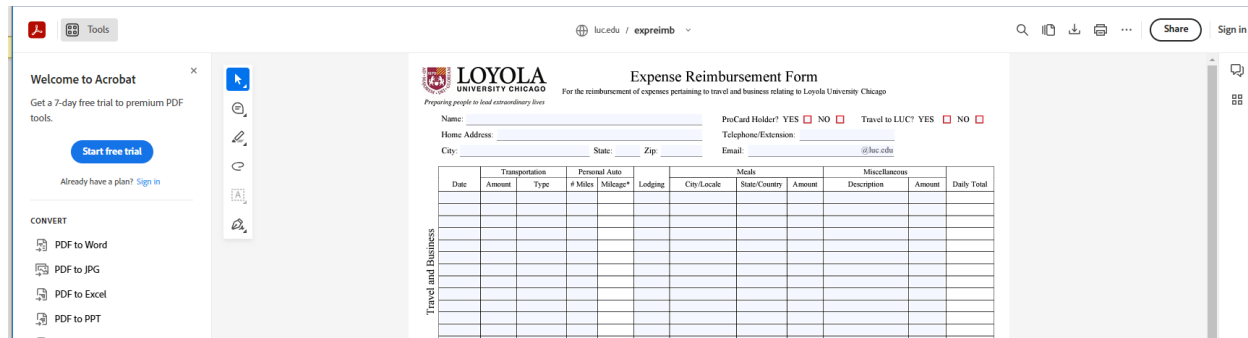
Sign in

Cancel

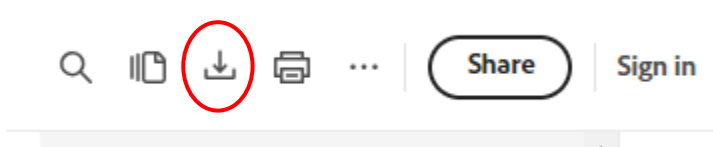
Downloading and Opening Forms in Adobe Application

Downloading/Saving the form

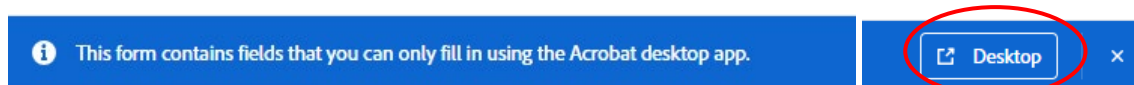
If the form opens in a Web browser by default (Example: Microsoft Edge, Google Chrome, or Mozilla Firefox), the form will look like the screen print below. However, forms have limited functionality when completed in a browser, so **blank forms must be downloaded or saved prior to completing.**



1. To download a form, click on Download Icon shown below



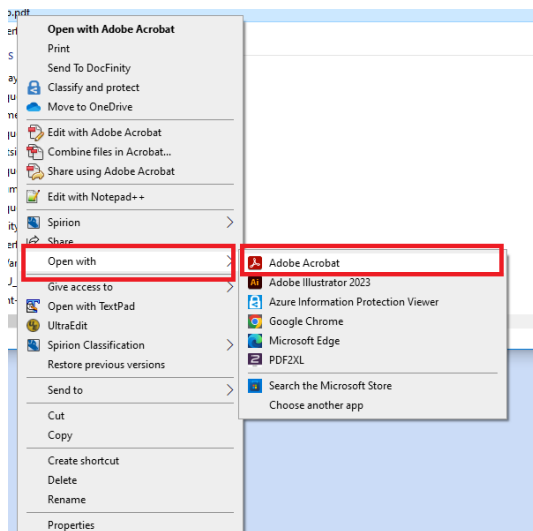
Note: If the following message appears, click on the Desktop button to open the file directly into the Adobe desktop application.



2. Save the file to your computer or network drive. By default, Windows will save downloaded files into the Download Folder.

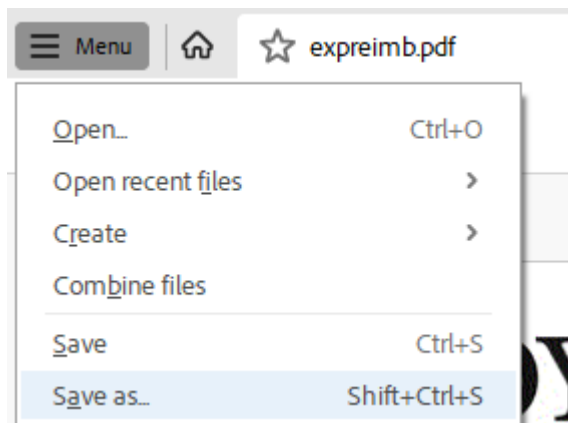
Opening a form with Adobe Acrobat

Right Click on form > Open With > Adobe Acrobat



Complete and save the PDF form

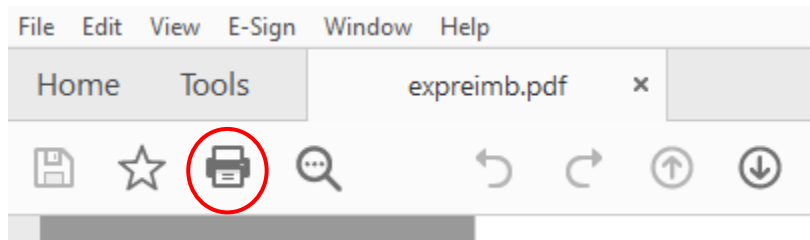
1. Click on Menu > Save As



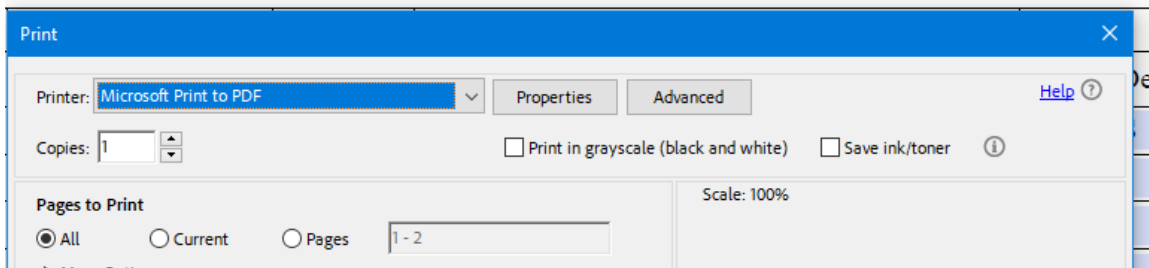
2. Select a location to save the form.

Printing to PDF (using Microsoft Print to PDF)

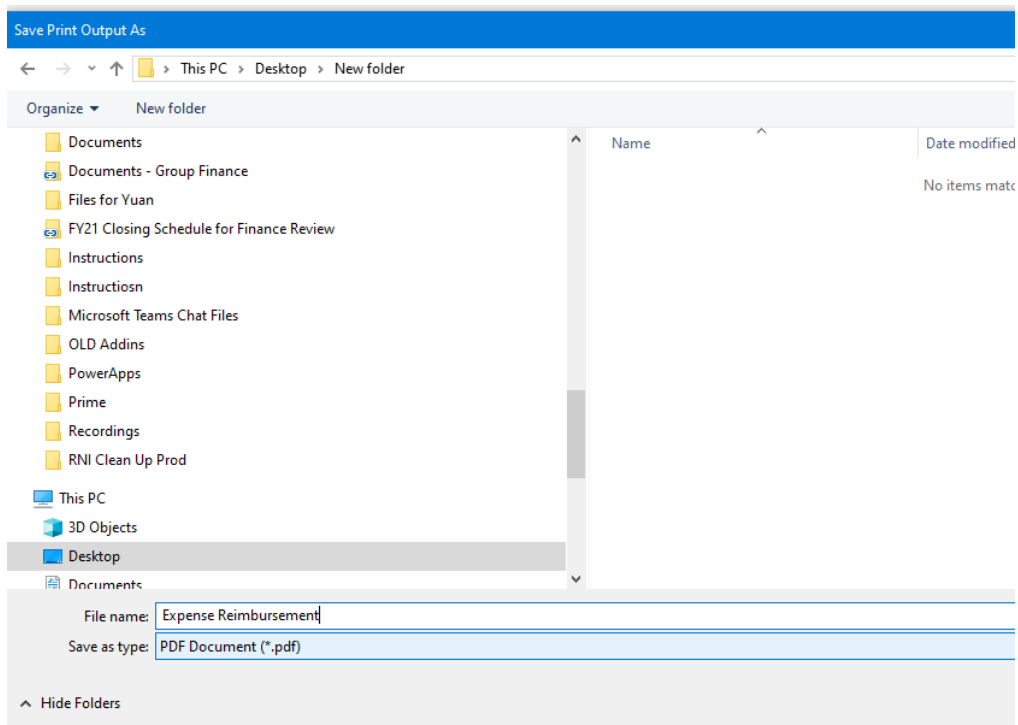
1. Click on the Printer icon or navigate to File > Print



2. Select Microsoft Print to PDF > Click Print



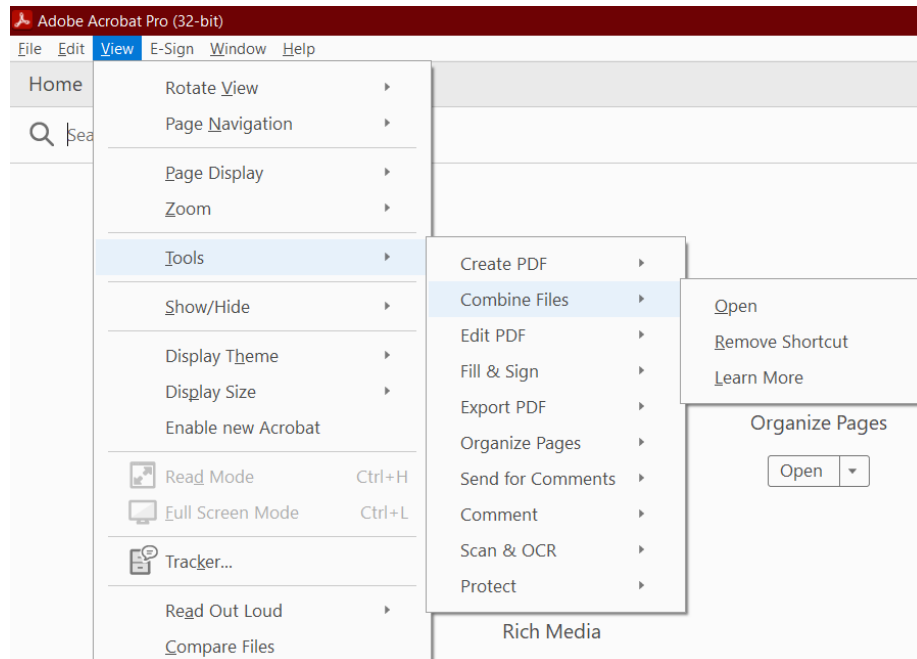
3. Save Print Output As > Name the file > Click Save



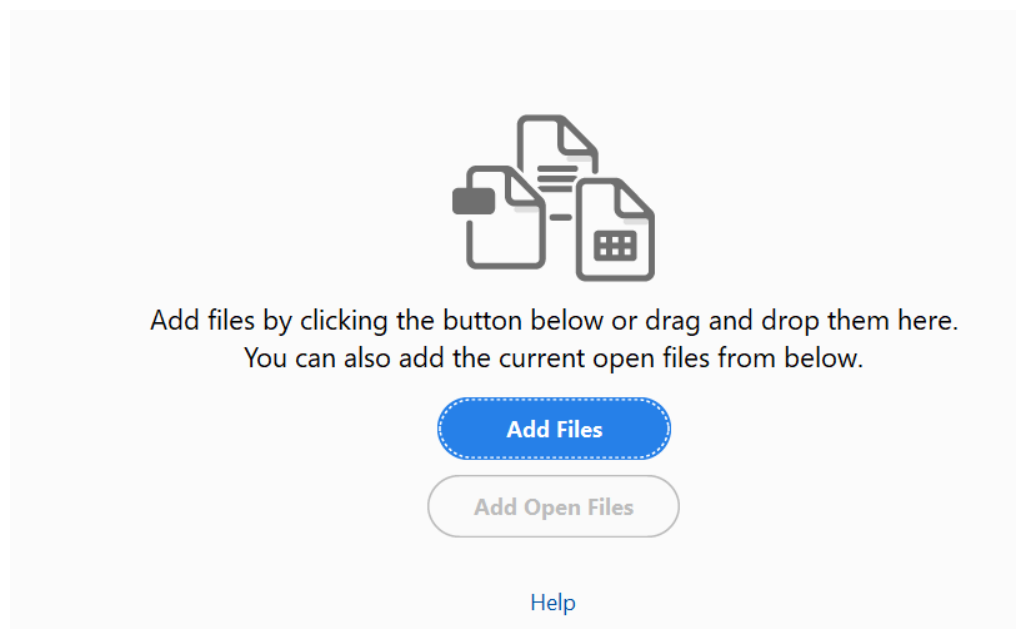
Combining multiple documents into one PDF file

1. Open Adobe Acrobat

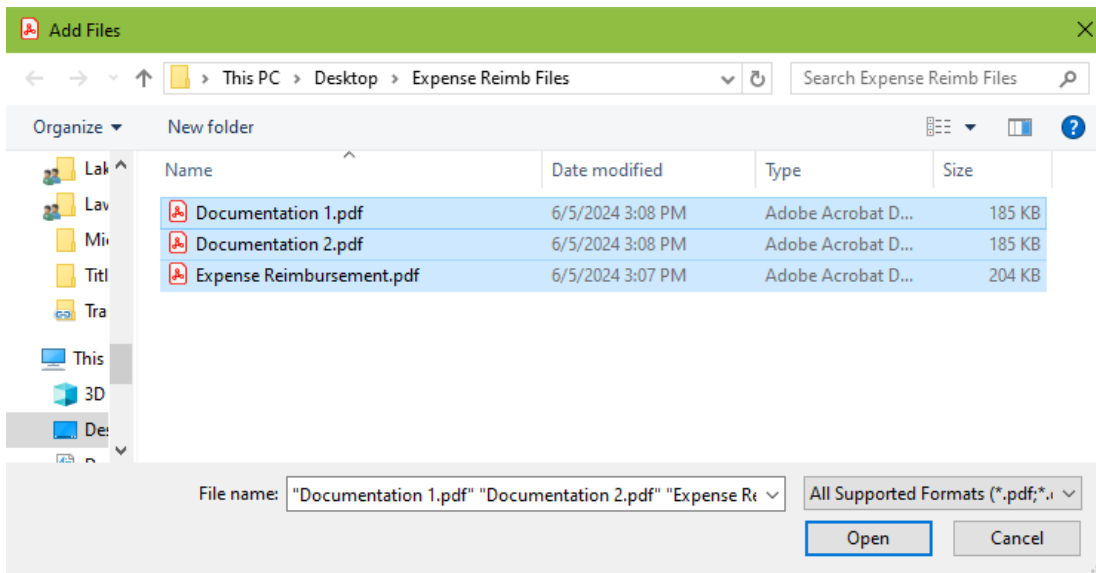
2. Navigate to View > Tools > Combine Files > Open



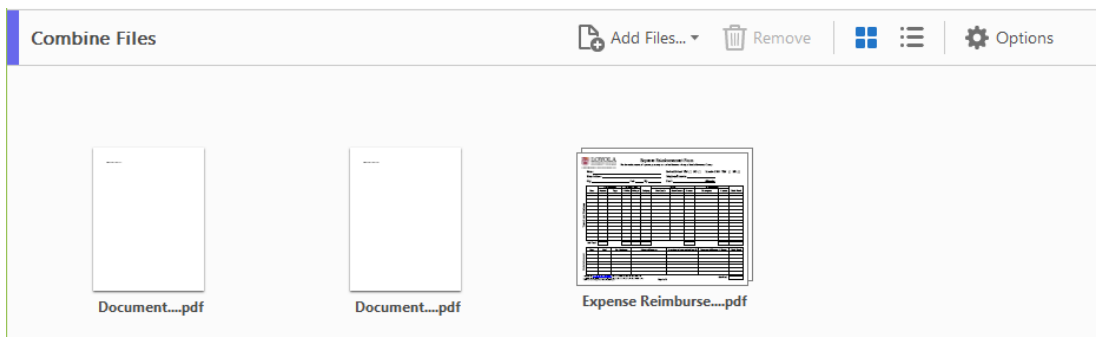
3. Click the “Add files” button



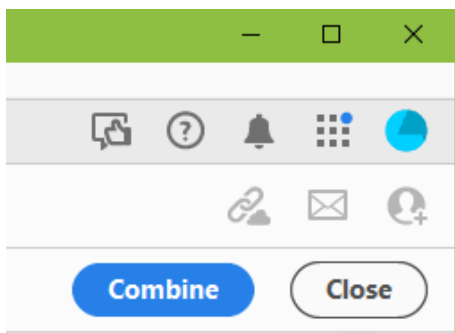
4. Choose the documents to add and click Open



- Reorder the document pages, if necessary, by dragging and dropping the tiles on the “Combine Files” screen.



- Click the Combine button in the upper right corner.



- Save the combined document.