

Travel Documentation Scanning – Acrobat 8

1. Create travel reimbursement document in IRIS and save document to create trip number.
2. Print reimbursement document. Traveler will sign and date (original signature, not black ink).
3. Place signed travel reimbursement document in the scanner. If using a scanner with a document feeder, place document face side up, first page on top with top of document placed into the document feeder. Make sure scanner is powered on.
4. Open Adobe Acrobat program. Close the **Getting Started Window** if necessary.
5. Click **Create PDF** button | **From Scanner** (Figure 1).

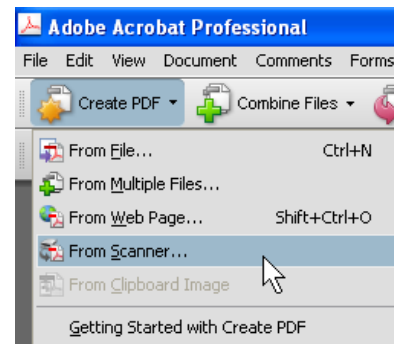


Figure 1

6. Select the following settings: (Figure 2)
 - a. Input
 - i. Scanner – **hp scanjet 5590** or your scanner
 - ii. Sides – **Front sides**
 - iii. Color Mode – **Color**
 - iv. Resolution – **200 DPI**
 - b. Output
 - i. **New PDF Document**
 - c. Text Recognition and Metadata
 - i. Leave all un-selected

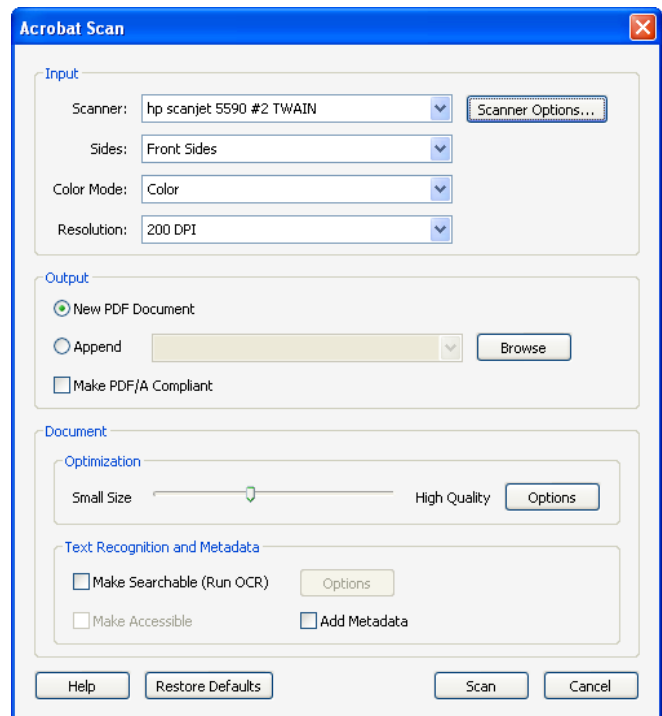


Figure 2

7. Click the **Scan** button.

8. Name the file and choose the location to save.
9. When all pages have been scanned to the file, select **Scanning complete** and click **OK** (Figure 3).

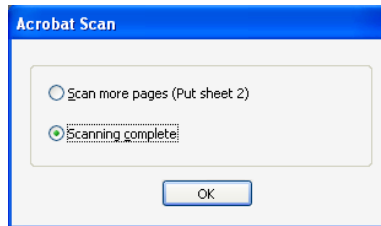


Figure 3

10. The newly created file will now open in Adobe Acrobat.

Notice the location of the file. This will be needed to locate the file and upload to IRIS.

11. To scan additional documents, make sure the output is selected for **New PDF Document** and not Append. Each travel reimbursement must be a separate PDF file.