Expenses Form Manual

How to Fill out INTO's expenses form digitally

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Filling out on Mobile Phone/iPad

iPhone/iPad – Using the Mail Application

A. Scroll down to the end of the email and click to open the pdf page.



B. Click on the pen icon at bottom of screen.

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Autumn Regional Officer Training 2024
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C. Click on the pen with keyboard icon on top of screen.



D. Begin filling out fillable fields on the form.

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E. For the two drop-down questions, click the pen with keyboard icon on the top of the screen. Then click on each drop-down arrow on the form and choose your answer.

Choose your answer from the list that will be displayed at the bottom of your screen.

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F. Lastly, click on the 'Signature' field at the bottom of the form, and choose your e-signature to input onto the form (please go <u>HERE</u> to find out how to make your own signature on your iPhone).



G. Once completed, select 'Done' and choose from the drop-down list to save the file. Please return this saved PDF to accountspayable@into.ie.



iPhone/iPad – Using Gmail:

A. Scroll down and click on PDF attachment.



B. Click on the share button on the top-right of the screen.

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C. Choose 'Save to Files'.



D. Once saved, go back into your files on your phone and open the PDF. Ensure to make a note of where you saved this file, so it is easy to find it (for example, save it in downloads folder in image attached).



A. Click on the pen icon at bottom of screen.

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B. Click on the pen with keyboard icon top of screen.

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C. Begin filling out fillable fields on the form.



INTO Trade Union Training

Done

D. For the two drop-down questions, click the pen with keyboard icon on the top of the screen. Then click on each drop-down arrow on the form and choose your answer. Choose your answer from the list that will be displayed at the bottom of your screen.

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Travel claim form		
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yable@ints.is.		7
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E. Lastly, click on the 'Signature' field at the bottom of the form, and choose your e-signature to input onto the form (please go <u>HERE</u> to find out how to make your own signature on your iPhone).



F. Once completed, select 'Done' and choose from the drop-down list to save the file. Please return this saved PDF to

accountspayable@into.ie.



iPhone/iPad – Using Outlook

A. Open attachment, click on the share button on top right of screen. Choose 'Share File Via...'



B. Choose 'Save to Files'.



C. Once saved, go back into your files on your phone and open the PDF. Ensure to make a note of where you saved this file, so it is easy to find it (for example, save it in downloads folder in image attached).



D. Click on the pen icon at bottom of screen.

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E. Click on the pen with keyboard icon on top of screen.



F. Begin filling out fillable fields on the form.

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Signature of Claimant:	
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G. For the two drop-down questions, click the pen with keyboard icon on the top of the screen. Then click on each drop-down arrow on the form and choose your answer.

Choose your answer from the list that will be displayed at the bottom of your screen.

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H. Lastly, click on the 'Signature' field at the bottom of the form, and choose your e-signature to input onto the form (please click <u>HERE</u> to find out how to make your own signature on your iPhone).



I. Once completed, select 'Done' and choose from the drop-down list to save the file. Please return this saved PDF to <u>accountspayable@into.ie</u>.



Android – Using Gmail/Outlook

A. Click on the drive icon on the PDF in your emails.



B. Navigate to your Drive Application on your phone and open the file. Click on the 'Pen' icon on the bottom right of the screen and

choose 'Form Filling'.



C. For the two drop-down questions, ensure to click the pen icon again, then click each question to get the list of options available to choose from for each question.



D. For your signature, click the pen icon on the bottom right of the screen and choose 'Annotation'.



E. Manually draw your name at the end of the form using the pen feature.



F. Save and return.

Android – Using Pdf Application

A. Click three dots next to pdf file, and open with the pdf application download on your phone (such as pdf reader/Microsoft application etc.).



B. Click the 'Edit' option on the file and fill out form.



C. For the signature, click the pen and line icon on the top of the screen.



D. Place your signature.

Total number of kilometres travelled:	@ .50c per kilometre =
	TOTAL E
Signature of Claimant:	
Please return this form to accountspayable@into.ie.	
Tap where you w	wish to sign

E. Save and Return.

Using a Laptop

1. INTO Laptop

A. Right click the file in your emails and choose 'Open in Adobe Acrobat'.



B. Fill out fillable fields and choose your answer from drop-down questions throughout the form.

INTO Trade Union Training Autumn Regional Officer Training 2024 <u>Travel claim form</u>				
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C. To fill in your signature, click on the open icon on the far right of your screen, and choose 'Add Signature'.

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District: 6	<i>L</i> ,
	e,
Please input your IBAN with no spaces, for example IE29AIBK93115212345678	Add Signature 🕂 🤷
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	form.
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D. Type out your name, click 'Apply' and place your signature on the Signature Line.

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2. Any other Laptop

A. Open the PDF by right-clicking it and choosing 'Open With' Microsoft Edge.



B. Fill out fillable fields and choose your answer from drop-down questions throughout the form.



C. To fill in your signature, click on the pencil icon on the top-left of the screen and begin manually drawing out your signature.

V Draw → 🖉 03 A ⁰ 8th Ask Copilet				
	Travel claim form			
	Name: Siobhan McCarthy			
	Branch:			
	District: 6			
	IBAN:			
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	TRAVEL			
	Total number of kilometres travelled: @ .50c per kilometre =			
	TOTAL €			
	Signature of Claimant:			
	Please return this form to accountspayable@into.ie.			

Adding Signature to your iPhone/iPad

1. Click 'Add or Remove Signature'.



2. Click the plus sign on the top left of the page.



3. Manually draw your signature and click 'Done'.



Adding a Digital Signature

If the pop up below shows on your screen and you have a digital signature already, click 'cancel' and use this signature, if not click Configure Digital ID'.

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