

How to Combine Multiple PDF Documents

Purpose

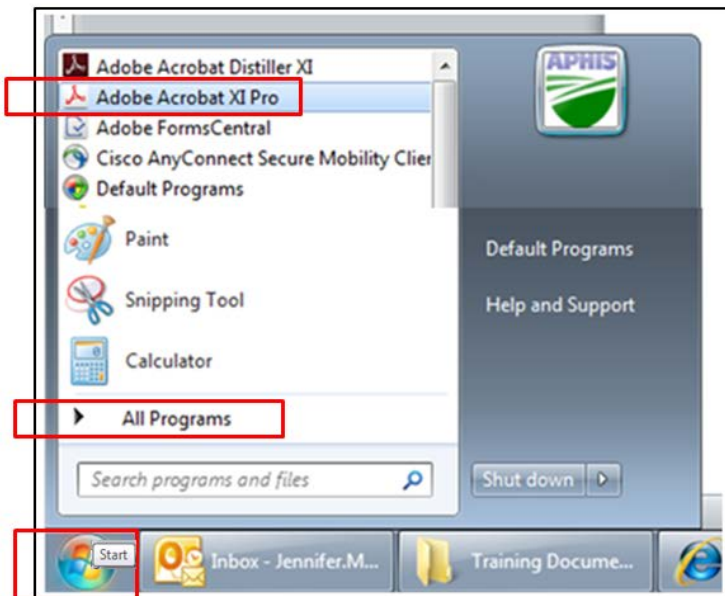
This document is intended to provide instructions to MRP program employees on how to combine multiple PDF files for submission of your employee reimbursement OF-1164 request to Financial Operations Services Team (FOST).

Process

The user should have all documents they want to attach to their employee reimbursement form (receipts for expenditures over \$75.00, SF 182 for training expenses with BOC 2523, fitness participation certification, etc.) scanned to PDF documents.

NOTE: The following steps require Adobe XI Standard or Professional. Adobe Reader does not support inserting or combining of documents.

To check which version of Adobe you have, click on the Start menu, click on All Programs and locate Adobe. Your version should be identified as Reader, Standard or Professional.



If you do not have Adobe XI Standard or Professional, contact your supervisor about being upgraded or your program office for assistance in combining documents and submitting your employee reimbursement OF-1164 request to FOST. If this is not an option, submit, to FOST by U.S. mail, an original paper form with wet-ink signatures.

How to Combine Multiple PDF Documents

1. Open your saved OF-1164 PDF document.
2. Click on the Page Thumbnails icon. This will open a preview pane for active PDF documents.

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES

1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE: APHIS - MRPBS - FOB
Minneapolis MN

2. VOUCHER NUMBER: _____

3. SCHEDULE NUMBER: _____

4. CLAIMANT: Ashley J. Johnson
123 Market Street
Minneapolis MN 55403

5. PAID BY: _____

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

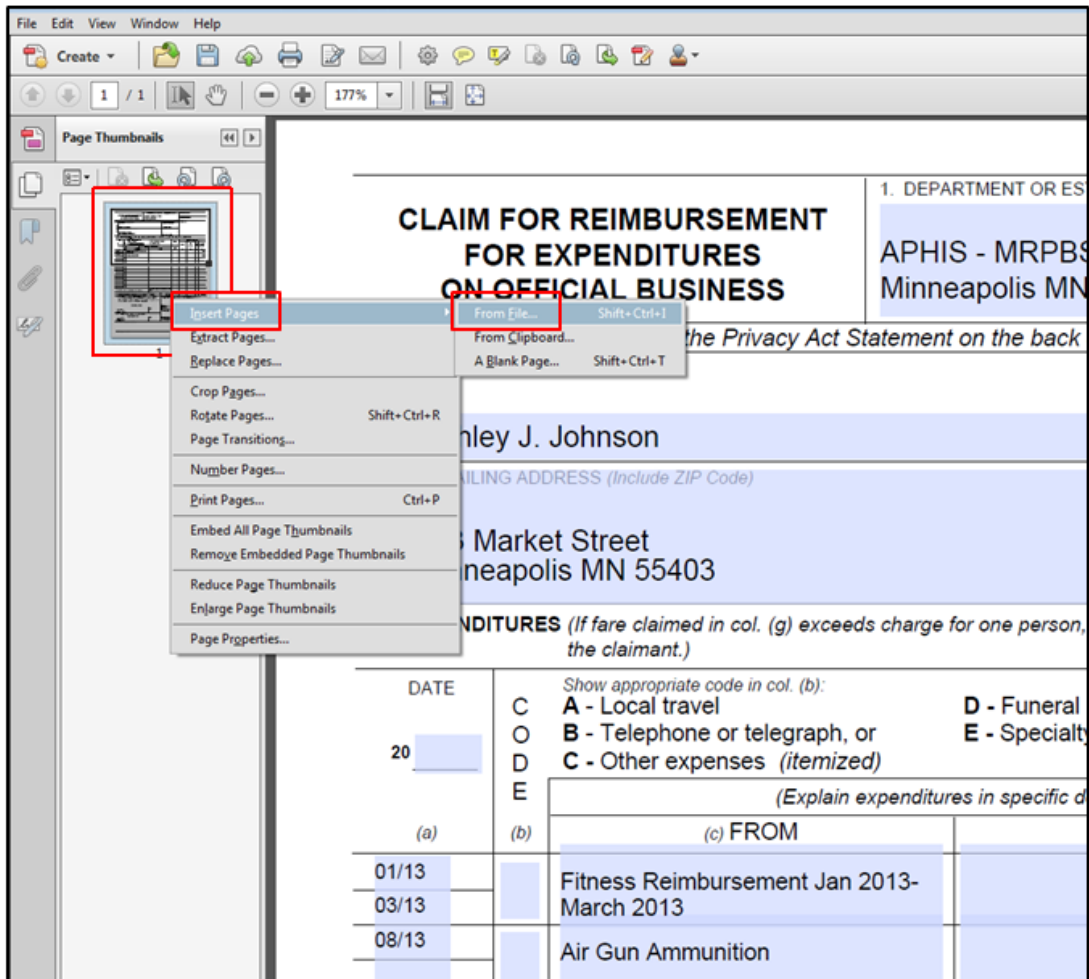
DATE	C A - Local travel O B - Telephone or telegraph, or D C - Other expenses (itemized)	D - Funeral Honors Detail E - Specialty Care	MILEAGE RATE	AMOUNT CLAIMED				
				MILEAGE	FARE OR TOLL	ADD PERSONS	TIPS AND MISCELLANEOUS	
(a)	(b)	(c) FROM	(d) TO	(e) NO. OF MILES	(f)	(g)	(h)	(i)
01/13	Fitness Reimbursement Jan 2013-							75.00
03/13	March 2013							
08/13	Air Gun Ammunition							86.38
SUBTOTALS CARRIED FORWARD FROM THE BACK								
7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).) ▶ \$ 161.38				TOTALS				161.38

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the office.)

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.
Sign Original Only

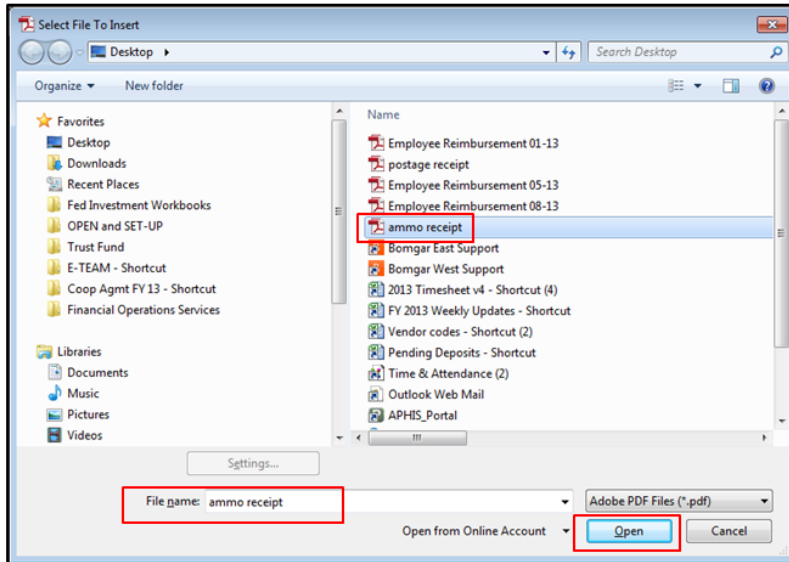
How to Combine Multiple PDF Documents

3. Right click on the page in the thumbnail pane that you would like to attach your receipt/PDF document to. Click on Insert Pages. Click on From File.

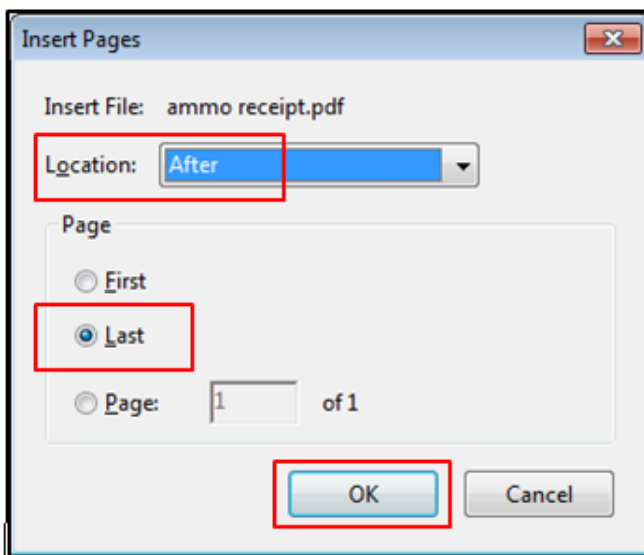


How to Combine Multiple PDF Documents

4. A window will open to select the file to add to your PDF. Click on the desired PDF document. Note that the selected document name appears in the File name box. Click Open.

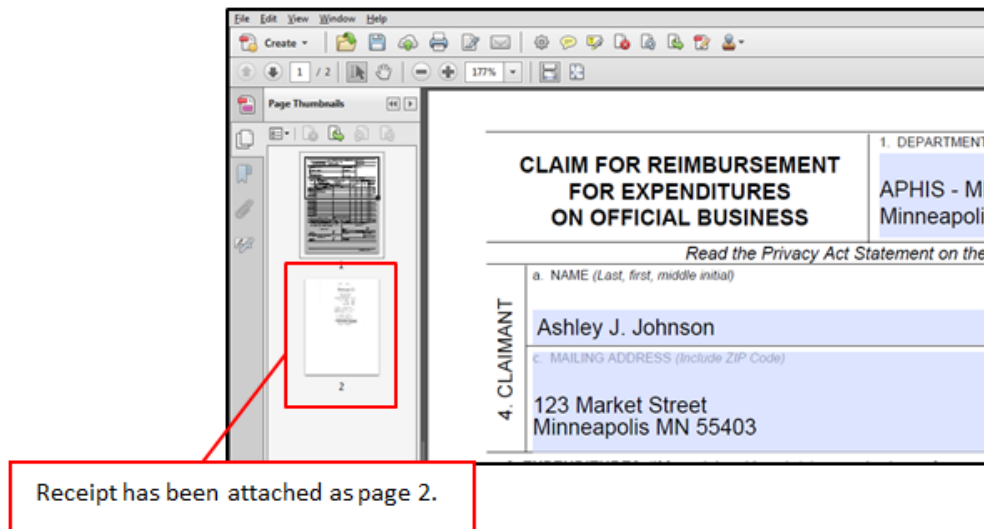


5. A window will open to select where to insert the new document. Choose location: After and Page: Last to add the selected document as the last page of combined PDF document. Click OK



6. Verify that the receipt has been inserted as the 2nd or last page.

How to Combine Multiple PDF Documents



Repeat steps 1-6 to add additional pages and/or other back up documentation to your PDF document, if necessary.

7. Resave your PDF document.

Please ensure that your PDF document is saved with the following naming convention:

1164-Your FMMI Vendor #-Last month of reimbursable activity -\$Amount.

Example: 1164-1200012345-Mar-\$75.00

(The month is the latest month of any reimbursement activity claimed.)

The employee reimbursement should now be ready for the employee's and Supervisor's digital signatures. Once both signatures have been added to the document, submit to FOST for payment processing. See FOST Job Aids How to Insert a Digital Signature into a PDF Document and Field Submission of Digitally Signed OF-1164 by Email.