

Guide to Attach Backup Documentation

Attaching the correct backup documentation to KFS documents ensures transparency, compliance, and efficient processing. Follow these tips to make sure your attachments are complete, properly formatted, and correctly uploaded.

1. Combine Multiple Files

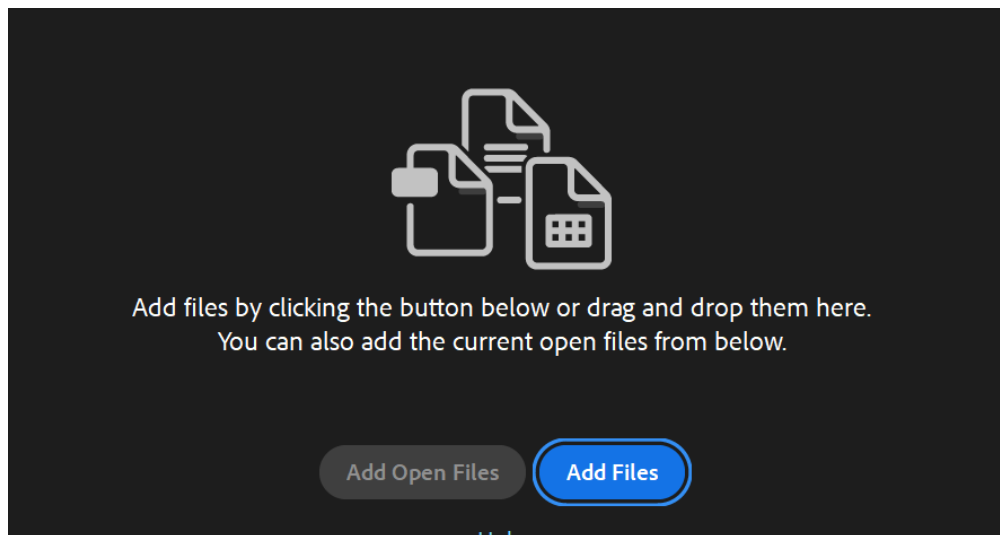
If you have **multiple documents**, combine them into a **single PDF** for easier review.

Steps:

- 1) Open Adobe Acrobat.
- 2) Hoover over **Create > Combine Files**.



- 3) Click **Add Files** and select all the PDFs you want to combine.
 - a. NOTE: If existing PDFs are already opened, use the **Add Open Files**.



- 4) Click and drag PDFs to arrange them in the desired order.
- 5) Click **Combine**.
- 6) Save the new combined PDF.

2. Remove/Redact Sensitive Information

You are responsible for securing personal identity information. Before attaching any documentation, remove/redact:

- Full Social Security Numbers
- Driver's license number or State-issued identification card number
- Passport number
- Credit card number or debit card number

3. New Receipt Policy – What to Include in each Reimbursement

Only **required receipts** should be submitted with each reimbursement. Below is a breakdown of what you will need to provide for each reimbursement in regard to receipts.

Entertainment Reimbursement

- Receipts of \$75 or more.

Travel Reimbursement

- Receipt required for:
 - All airline expenses
 - All lodging – hotel folio showing check in/ check out date, room rates, and taxes with proof of payment
 - All rental cars
 - All registration fees
 - Host gifts \$25 or more
- No receipts under \$75 required for:
 - Meal Expenses
 - Local transportation
 - Miscellaneous expenses

Disbursement Voucher Reimbursement

- All paid receipts are required regardless of amount.

4. Match the Backup to the Actual Expense Order

Before uploading, review the backup:

- Remove blank pages, duplicates, or irrelevant content.
- Ensure all documentation are clear and readable.

- Arrange the backup in the **same order as the expenses that appear in the KFS document**.

Tip: If you enter expenses out of chronological order, **KFS will automatically reorder them by date** once you **save and reload** the document. So be sure to **save and reload** the KFS document, then organize your backup to match the order shown in KFS.

5. Attach Backup **Before Submitting the KFS Document**

The last step is to always attach backup documentation **right before you submit the KFS document**. This helps to avoid confusion and ensure a smooth approval process.