

ADOBE E-SIGN INSTRUCTIONS:

General Information:

Adobe E-sign is a program that allows a Travel Request Form or a Claim for Reimbursement of Mileage Form to be initiated and completed and routed electronically for signature.

Before using this program, each Department will need to decide whether the Traveler or Department Liaison will complete the Travel Request Form. The Travel Request Form will always be initiated by the Department Liaison, however, each department can choose who will complete the form. There will be various templates available to departments.

- a. Claim for Reimbursement of Mileage (Template to use if Traveler will complete the form)
- b. Liaison-Claim for Reimbursement of Mileage (Template to use if Liaison will complete on behalf of traveler)
- c. Travel Request Form (Template to use if the Traveler will complete the form)
- d. Travel Request Form-4 signatures (Template to use if the Traveler will complete the form and the form needs 4 signatures)
- e. Travel Request Form-Liaison (Template to use if the Liaison will complete the form on behalf of the traveler)
- f. Travel Request Form –Liaison 4 signatures (Template to use if the Liaison will complete form on behalf of the traveler and the form requires 4 signatures)
- g. Pro Gro-Travel Request Form (Template to use for Professional Growth Travel)
- h. Pro Gro-Travel Request Form-5 signature (Template to use for Professional Growth Travel requiring 5 signatures)

The Department Liaison will have access to both templates, and may decide to utilize both based on the Department's travelers.

Both forms will require two fields to be completed by the Liaison (The FOAP and the hyperlink to the conference website). As many travelers are not familiar with account information, we are requesting that the Liaison complete the FOAP to limit errors. Any Hyperlinks have to be added prior to the Travel Request Form being sent, therefore we are requesting the Liaison add that to the form.

The Business Office will create an Adobe E-Sign account for each Liaison. The Liaison is the only person who needs access to this. Travelers and Approvers will not need to have access to Adobe E-Sign.

Information needed from Traveler:

To initiate a Travel Request Form in Adobe E-sign. Department Liaison's will need to obtain at the minimum, the following information from their travelers:

- 1) Travel destination and dates (need to know if travel is in state or out of state)
- 2) Hyperlink to conference information (if applicable and available)
- 3) Department budget information (FOAP or other information)

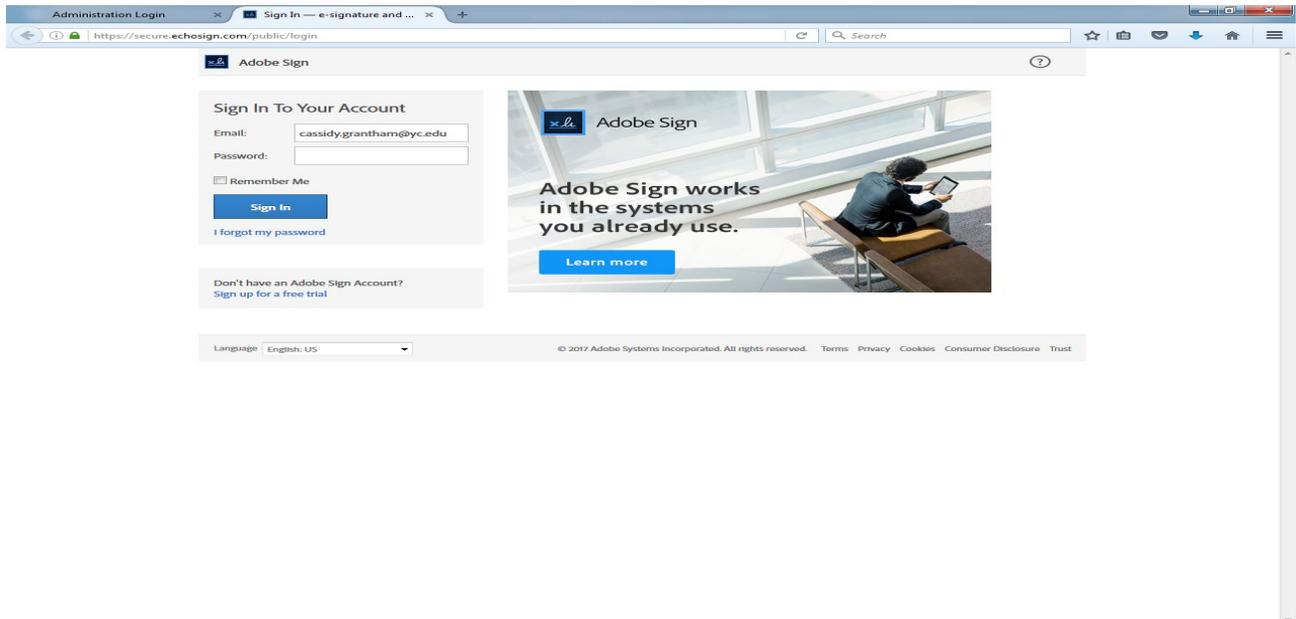
It is best to request that travelers send via email.

Process:

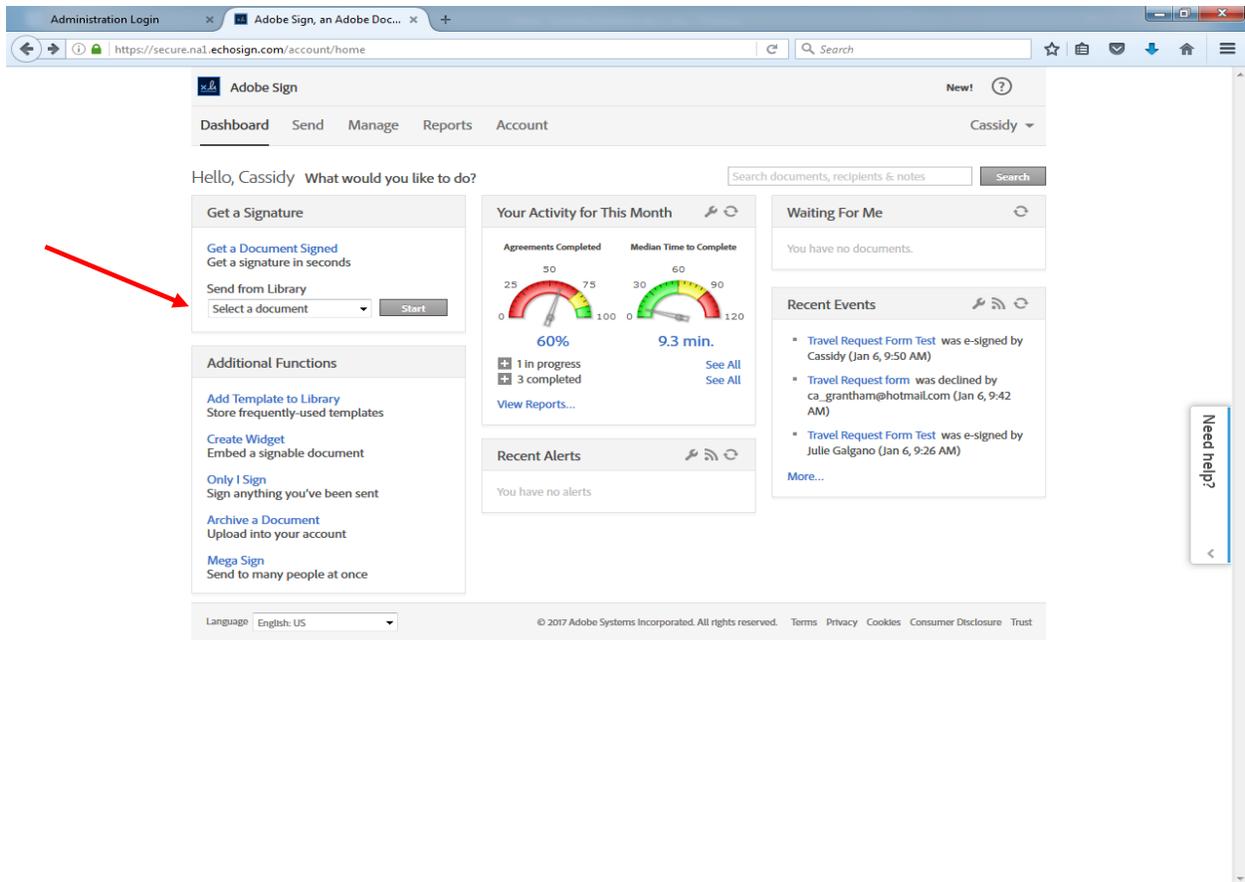
- 1) Once a request for Travel has been made, log into Adobe E-sign:

<https://secure.echosign.com/public/login>

Department Liaisons will set up a password after the Business Office creates an account.

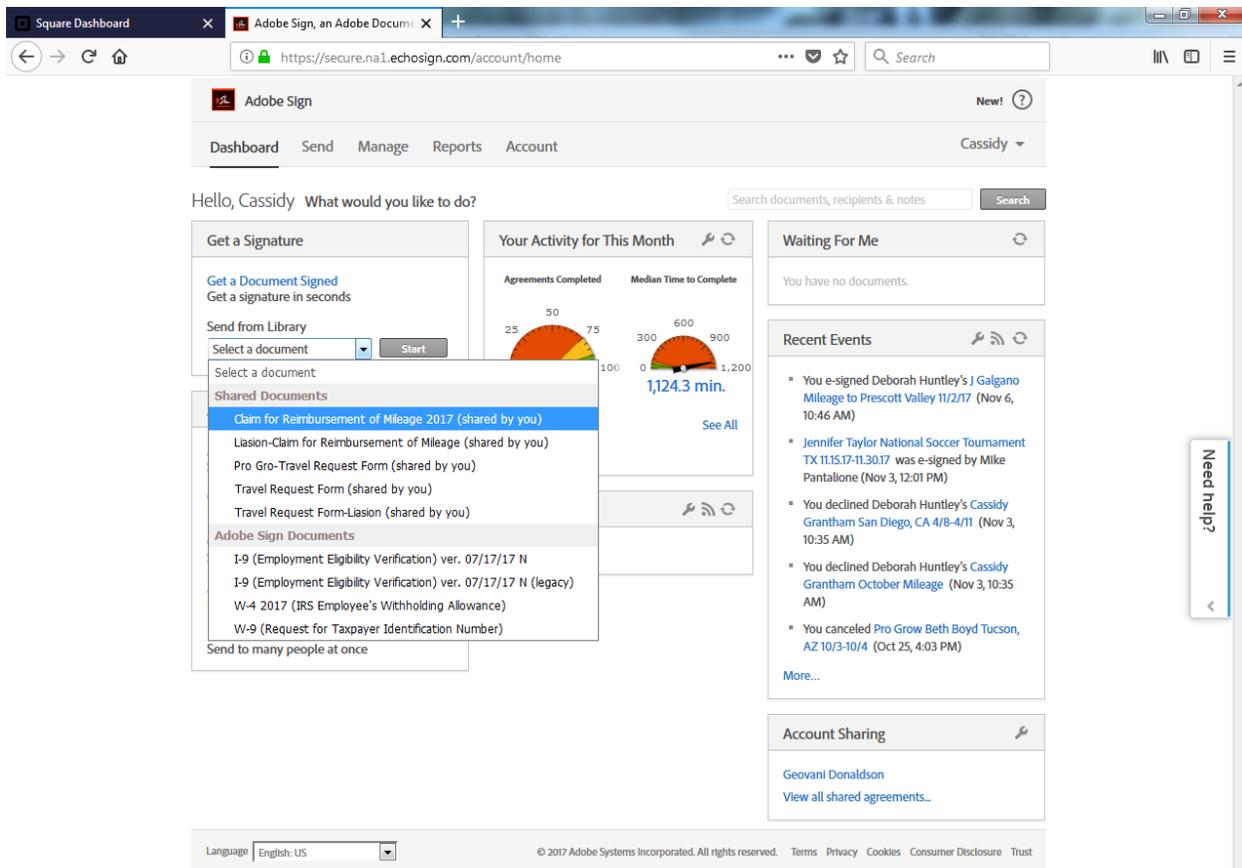


- 2) From the Adobe Sign Dashboard select: Send from Library.



3) Select the template to be used and then select Start.

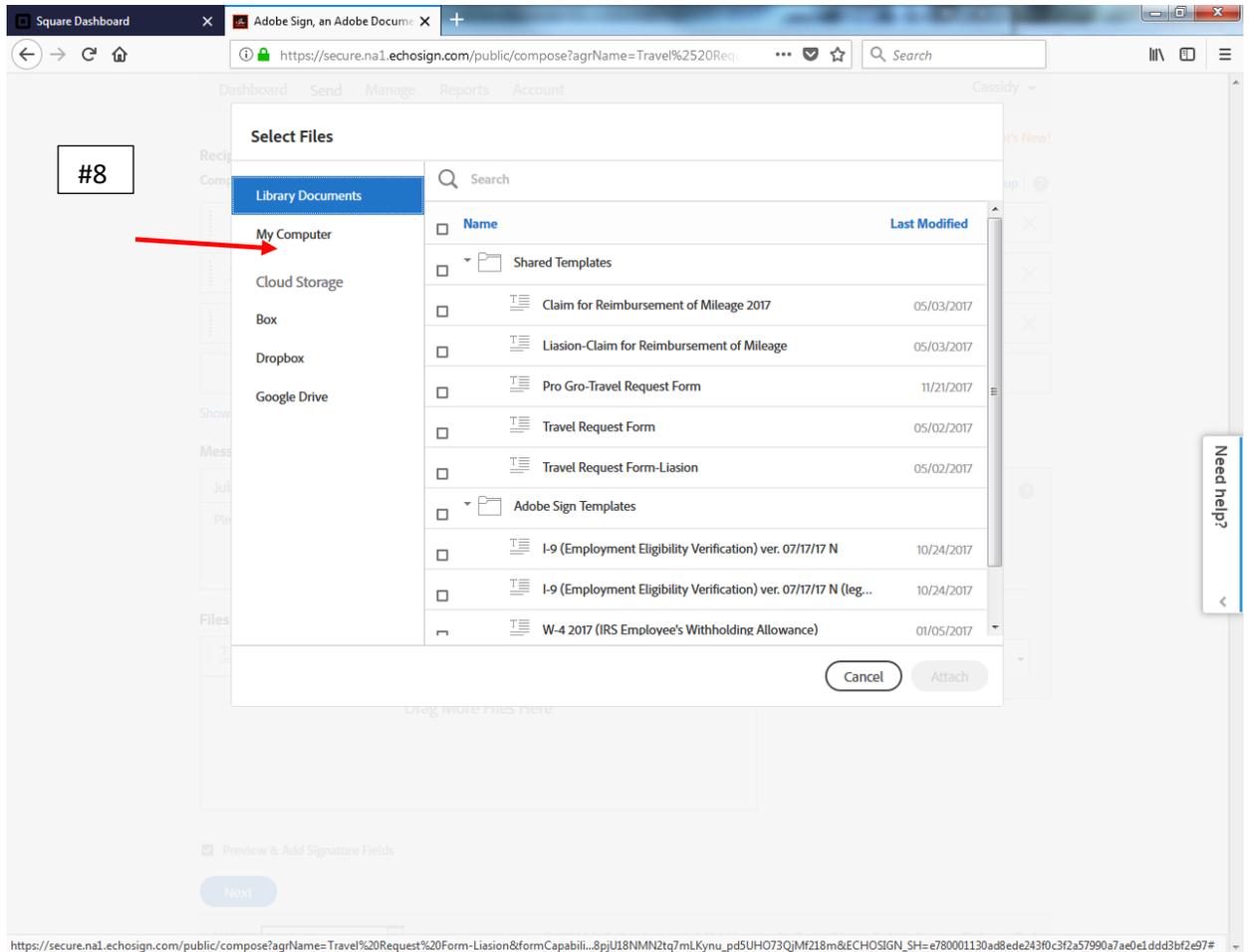




- 4) Enter the email addresses of the Traveler and signers. The emails must be entered in order of how the Travel Request Form will be routed. For example, for out of state travel, the travel form will be routed first to the Traveler, then to the Budget Manager and then to a Vice President. The Travel Request Form will be routed in the order shown below. **The Travel Request form needs to be sent to the Traveler even if the Liaison is completing the form on the Traveler's behalf as the Traveler needs to sign the form.**
- 5) In the message field delete the name of the template and enter the First and Last name of the Traveler, the Location and date of Travel. This will display in the subject line of the email that goes to the Traveler and approvers.
- 6) The Message has been prepopulated. If the Traveler is going to complete the Travel Request Form, leave the default message displayed below. If the Liaison is going to be completing the Travel Request Form, select "change" and then select Travel Request Form-Prefill to change the message to "Please review and sign the completed Travel Request Form."
- 7) If a template was not initially selected, select the Add Files Button and upload the template being used by Selecting add files.
- 8) Select from the template options (see next page).

- 9) If the traveler provided a link to the conference website, click the Preview position signatures or add form fields and hit next. If no hyper link was provided, do not click Preview and the Blue Box at the bottom will say send instead (see next page).

The screenshot shows the Adobe Sign 'Compose' interface. At the top, there are navigation tabs: Dashboard, Send, Manage, Reports, and Account. The user's name 'Cassidy' is in the top right. Below the navigation is a 'Recipients' section with a toggle for 'Complete in Order' and 'Complete in Any Order'. A list of recipients is shown with their names and email addresses: julie.galgano@yc.edu, frank.dangelo@yc.edu, and clint.ewell@yc.edu. Callout #4 points to the first recipient. To the right of the recipients, there are labels: 'Traveler' pointing to the first recipient, 'Budget manager' pointing to the second, and 'VP (out of state)' pointing to the third. Below the recipients is a 'Message' section with a 'Message Template' dropdown. The message content is: 'Julie Galgano Denver, CO 12.1.17-12.5.17' and 'Please complete and sign the attached travel request form.' Callout #5 points to the message header, #6 to the message text, and #7 to the message body. Below the message is a 'Files' section with a file named 'Travel Request Form-Liasion' and a 'Drag More Files Here' area. To the right of the message and files is an 'Options' panel with checkboxes for 'Password Protect' and 'Set Reminder', and a 'Recipients' Language' dropdown set to 'English: US'. At the bottom, there is a checkbox for 'Preview & Add Signature Fields' which is checked. Callout #9 points to this checkbox. Below the checkbox is a blue 'Next' button. At the very bottom, there is a language dropdown set to 'English: US' and a footer with copyright information: '© 2017 Adobe Systems Incorporated. All rights reserved. Terms Privacy Cookies Consumer Disclosure Trust'. A 'Need help?' button is visible on the right side of the interface.



9. If adding a Hyperlink

A copy of the Travel Request Form will display. Scroll down to Section 4-Attachments, and double click on the field next to “Please provide the hyperlink to the conference website”. Copy and paste the conference website link in to the box provided and enter a Description in the Display Label. This will populate the hyperlink. If the Hyperlink is not added here, it cannot be added and the Traveler will need to attach pdf copies of the conference information when they complete the Travel Request Form.

Administration Login Edit Your Document

https://secure.nal.echosign.com/account/documentEdit?aid=CBJCHBCAABAA3sivzVAGKOUBKHDfpBTuvwfEWUucEgY&ex

Dashboard Send Manage Reports Account Cassidy

Cassidy Grantham Denver, CO 416.17... Reset Fields Next

Select Participant: E-sign by frank.dangel@yc.edu (frank.dangel@yc.edu)

Signature Fields: Signature, I.M. Initials, Signature Block

Comments: President/Designee (out-of-state) [Signature]

1. Originator completes Travel Request Form to the Business Office prior to travel. Form for approval by your Administrative Assista assign a Travel Number and route p Administrative Assistant.
 2. Requests for advances must be in the B advance is needed.

Signatures obtained above approve the purpose and total cost of the trip. All expenditures are still subject to YC Travel Procedures and may be adjusted or denied.

Section 1. General Information

Legal Name: # Destination (City & State)

Reason for Travel: Departure Date/Time: Return Date/Time: Passengers:

Section 2. Anticipated Expenditures

Meals and Lodging use A2 State Per Diem rates						Mileage use Google Maps YC Campus Use			Transportation					
Breakfast	Lunch	Dinner		Meal Total	Lodging Total	Private Vehicle Mileage	YC Vehicle Mileage	Mileage X rate (\$.445)	Shuttle/Taxi	Gas	Airfare	Airline Baggage Fees	Other	Regist
Qty.	Rate	Qty.	Rate			Qty.	Rate	Qty.	Rate	Rate	Rate	Rate	Rate	Rate

Complete this section if needing travel expenses to be paid by Liaison via a Purchase Card

Lodging	Airfare	Transportation	Registration	Other	Descr

Complete this section if requesting an Advance

Meals	Private Vehicle	Other	Description of Other	Total

Section: Please Or at a Sign Travel that mi

Hyperlink

Website: <http://www.ellucian.com/EllucianLive/>

Page within document: 2

Display Label: Ellucian Live 2017

Save Cancel Delete Link

Ellucian Live 2017

Fund Organization

Comments

Use the following account codes for 7408 (registration fees), 7406 (stud

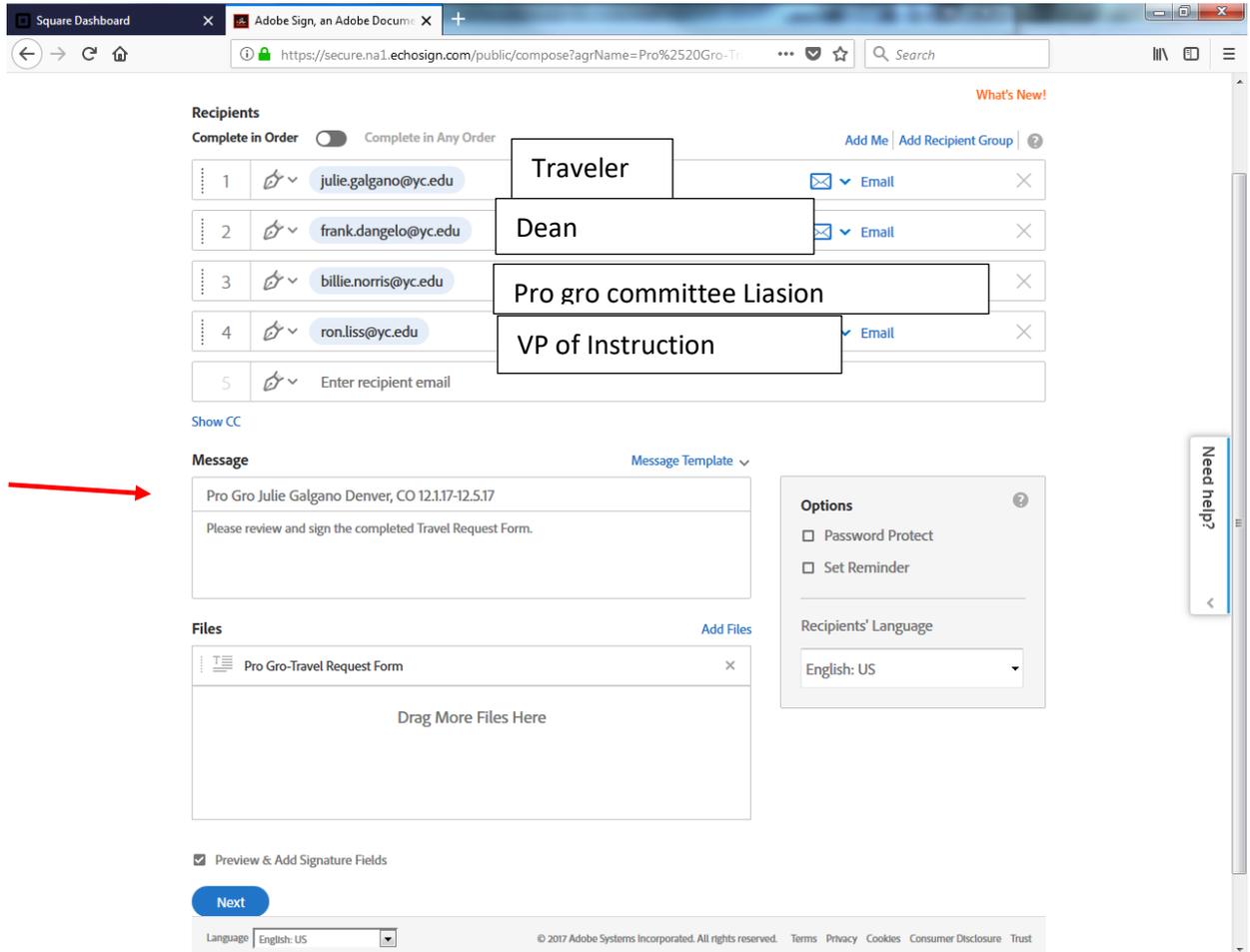
Need help?

Language: English: US © 2017 Adobe Systems Incorporated. All rights reserved. Terms Privacy Cookies Consumer Disclosure Trust

10. Once the Hyperlink is saved. Select Send.

Professional Growth Travel Request Forms will be routed as follows:

- 11) Enter the email addresses of the Traveler and Signers. The emails must be entered in order of how the Travel Request Form will be routed. For Professional Growth travel, the form will need to be routed to the traveler, their Dean, the professional growth committee liaison (currently Billie Norris) and then the Vice President for Instruction & Student Development (currently Dr. Liss). The Travel Request Form will be routed in the order shown below. **The Travel Request form needs to be sent to the Traveler even if the Liaison is completing the form on the Traveler's behalf as the Traveler needs to sign the form.**
- 12) **If your department requires 5 signatures, the routing will be: Traveler, Supervisor, Dean, Pro Gro Committee liaison, VP of Instruction.**
- 13) In the message field delete the name of the template and enter PRO GRO and then the First and Last name of the Traveler, the Location and date of Travel. This will display in the subject line of the email that goes to the Traveler and approvers.



13. Once the Travel Request Form has been sent, it will automatically open so that the Department Liaison can complete the FOAP. First select the yellow Start button.

Administration Login x Adobe Sign, an Adobe Docu... x

https://secure.na1.echosign.com/public/prefill?aid=CBJCHBCAABAAACpQfSD18N2qJsvn13Yn0ee7FttvVjly

Adobe Sign

Alternative actions ▾ Cassidy Grantham, Denver CO 4.16.17-4.20.17

Travel Request Form – Instructions, Tips and Tricks

Attached is the Travel Request Form. In conjunction with below, please review the [Yavapai College Travel Procedures](#) prior to completing the form. Please contact the Business Office (BO) at 928-776-2146 for any questions regarding travel.

Section 1 - Complete ALL fields including the Departure and Return Date/Time (from home or duty post) which are very important in calculating advances and making other decisions. Reason for travel should include event name and a brief explanation of reason for attending.

Section 2 - Include all Anticipated Expenditures whether they will be paid by you, by your Department Liaison's Purchase Card or by other means.

Meals are paid only when on overnight travel and based on the AZ State Per Diem rates. A link to the rates is provided on the form and meal cutoff hours can be found on page 13 of the [Procedures](#). Any meals provided by a conference/activity or hotel (including continental breakfast) will not be paid by YC.

Lodging is paid based on AZ State Per Diem Rates only when traveling more than 50 miles from your duty post, and the following applies:

1. A link to the lodging rates is provided on the form. The rates apply to the **base** lodging rate. Any taxes/fees/mandatory resort fees will also be paid. Please see pages 10 and 11 of the [Procedures](#) for further details.
2. If staying at a conference designated hotel, then the AZ State Per Diem rates can be exceeded.
3. **When making lodging reservations, ask for the "state" or "government" rate.**

Personal or YC Mileage - Estimate total roundtrip mileage that will be incurred whether using your personal vehicle or a YC vehicle. A link to google maps and the YC campus chart is provided on the form. Only the most direct travel route will be reimbursed.

Transportation - Be sure to include all transportation costs. For out-of-state travel this should include: costs to the airport (shuttle or personal vehicle (include parking costs)), all airline costs (include baggage fees), cost from your destination airport to your hotel (shuttle, taxi, etc.). *Only the most cost effective mode of transportation will be paid.* Please see pages 5-8 of the [Procedures](#) for further details. Trips requiring a rental car while on out-of-state travel are infrequent and will be verified by the BO. Please see page 6 of the [Procedures](#) for further details. Reimbursement for airport parking will be limited to the lowest cost economy **uncovered** parking available.

Advances or Purchase Card - Please indicate which expenses you will be having your Department Liaison pay for via their Purchase card and/or indicate which expenses you would like to be Advanced. Advances will only be given for overnight travel, where the advance request is over \$100. Advances *are not given* for airfare or hotel.

Section 3 - For conferences/trainings, a brochure (or equivalent detailed documentation) is required. Please provide either the hyperlink to the conference website or attach a PDF, Word or Excel document. Please attach any other information such as Lodging/Airfare/Registration confirmations if arrangements have been made.

Other Important Things to Know

- Booking **non-refundable and/or packaged deals** through discount websites (such as Expedia, Travelocity, Hotwire, etc.) is highly discouraged. Additionally, certain Airline fees are generally not reimbursable, see page 7 of the [Procedures](#) for further details.
- Personal Travel Combined with Business - YC may authorize a traveler's request to extend a business trip for personal reasons, with the understanding that normal vacation leave rules apply. The traveler will only be reimbursed for lodging and meal expenses for the days the traveler is doing business for YC, to include up to one day to travel to the destination and up to one day to travel from the destination. Please contact the BO to discuss prior to booking any travel expenses.

Start

Language English: US

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14. Enter the FOAP(s), making sure to enter a separate line for account 7408. A comment field is available for any additional information that the Business Office or Approvers might need. **THE COMMENT FIELD CAN ONLY ACCOMMODATE SHORT SENTENCES.** If a long explanation is needed, please type up a memo and attach rather than using the comment box. Select Click to Send. (If the Liaison is completing the form, then all of the fields will be available for data entry here).

Administration Login x Adobe Sign, an Adobe Doc... x

https://secure.na1.echosign.com/public/prefill?aid=CBJCHBCAABAAcPQf5D18N2qSvn13Yn0ee7FTvVJly

Adobe Sign

Alternative actions ▾ Cassidy Grantham, Denver CO 4.16.17-4.20.17

Director/Associate Dean/Dean _____
 Comments _____

President/Designee (out-of-state) _____
 Comments _____

Signatures obtained above approve the purpose and total cost of the trip. All expenditures are still subject to YC Travel Procedures and may be adjusted or denied.

Section 1 General Information
 Legal Name _____ Y# _____ Destination (City & State) _____
 Reason for Travel _____
 Departure Date/Time _____ Return Date/Time _____ Passengers _____

Section 2. Anticipated Expenditures

Meals and Lodging use AZ State Per Diem rates						Mileage use Google maps/ YC Campus Chart				Transportation				Miscellaneous						
Breakfast	Lunch		Dinner		Meal Total	Lodging Total	Private Vehicle Mileage	YC Vehicle Mileage	Mileage X rate (\$445)	Shuttle/Taxi	Rental Car/Gas	Airfare	Airline Baggage Fees	Other	Registration	Parking	Tips	Other	Total	
Qty.	Rate	Qty.	Rate	Qty.			Rate													

Complete this section if needing travel expenses to be paid by Liaison via a Purchase Card	Lodging	Airfare	Transportation	Registration	Other	Description of Other	Total

Complete this section if requesting an Advance	Meals	Private Vehicle	Other	Description of Other	Total

Section 3. Attachments
 Please provide the hyperlink to the conference website (required if applicable) [Elucian Live 2017](#) _____
 Or attach information by clicking the boxes below and uploading saved PDF, word or Excel documents

- Conference information
- Any additional information (i.e. Lodging/Airfare/Registration confirmations)

Fund	Organization	Account	Program	AMOUNT
0000	013301	7401	30	
0000	013301	7408	30	

Comments _____

Use the following account codes for travel – 7405 (out-of-state), 7401 (in-state), 7408 (registration fees), 7406 (student out-of-state), 7403 (student in-state)

Traveler Signature (Additionally, if driving, traveler certifies that they hold a valid vehicle operator's license and if personal vehicle is to be used, that minimum state insurance requirements are met.) _____

Thank you for prefilling this document

Click to Send

15. Once the Travel Request form has been sent, the Liaison will receive an email message that the travel request form has been successfully send for signature. In Adobe E-sign, the Travel Request form can now be tracked, through the Manage tab. The Travel Request form will now show out for signature. As the Travel Request form is signed, the Manage tab will be updated so

that the Liaison knows the status. The Liaison will also receive email notifications as each participant signs.

The screenshot shows the Adobe Sign 'Manage' interface. At the top, there are navigation tabs: Dashboard, Send, Manage (selected), Reports, and Account. Below the tabs are filters for 'Filter by Name or Company' and 'Filter by Document Status', along with a search bar. The main content area is a list of document categories and items:

- Waiting For Me to Sign (0)
- Draft (1)
- Waiting For Me to Prefill (9)
- Out for Signature (2)** (indicated by a red arrow)
- Signed (7)
- Cancelled/Declined (2)
- Archived (0) (with a link to 'Upload Agreements')
- Library Templates (2)

The 'Out for Signature (2)' category is expanded, showing two entries:

Name	Company	Document Title	Date
ca_grantham@hotmail...		Cassidy Grantham, Denver CO ...	01/09/2017
Andrea Annibale	Yavapai College	Travel Request Form	11/17/2016

On the right side of the interface, there is a preview of a document titled 'Travel Request Form' from Cassidy Grantham (Yavapai College), dated 01/05/2017, 4:45 PM, with a status of 'Draft'. Below the preview are buttons for 'View', 'Share', 'Protect', 'Remind', 'History', and 'Notes'. A 'Need help?' button is located on the far right edge of the page.

16. Once the Traveler completes the Travel Request Form and all Approvers have approved, the Liaison and Traveler will get an email notification and the Liaison will have a PDF copy of the Travel Request Form and any attachments for their records. The Business Office will automatically receive the same documentation.

Email:

The screenshot shows an Outlook window titled "Cassidy Grantham, Denver CO 4.16.17-4.20.17 between Yavapai College and Cassidy Grantham is Signed and Filed! - Message (HTML)". The interface includes a ribbon with various actions like Ignore, Delete, Reply, Forward, Meeting, etc. The email content is as follows:

Mon 1/9/2017 12:08 PM
Adobe Sign <echosign@echosign.com>
Cassidy Grantham, Denver CO 4.16.17-4.20.17 between Yavapai College and Cassidy Grantham is Signed and Filed!

To: Grantham, Cassidy; Cassidy Grantham

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Action Items + Get more apps

Cassidy Grantham, Denver CO 4.16.17-4.20.17 between Yavapai College and Cassidy Grantham is Signed and Filed!

To: Cassidy Grantham and Cassidy Grantham

Notifications have been automatically sent to all parties to the agreement.

You can view [the document](#) in your Adobe Sign account.

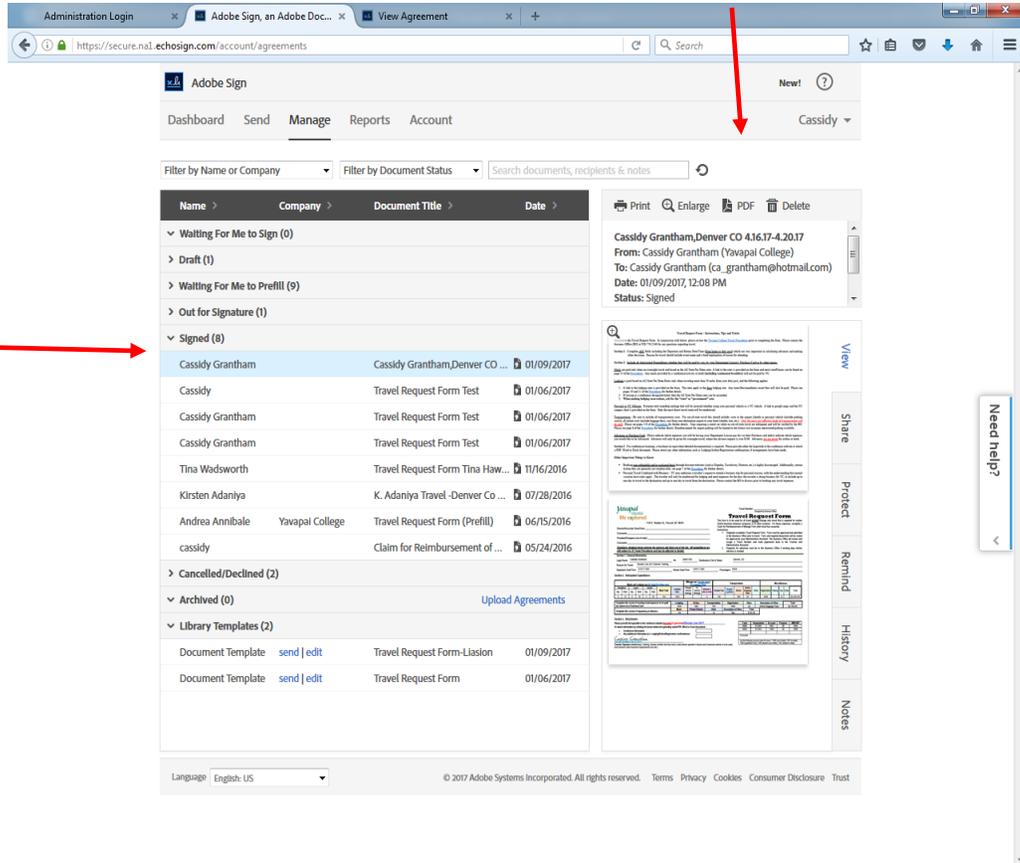
Why use Adobe Sign:

- Exchange, Sign, and File Any Document. In Seconds!
- Set-up Reminders. Instantly Share Copies with Others.
- See All of Your Documents, Anytime, Anywhere.

Yavapai College Travel Procedures can be located at <https://www.yc.edu/vscontent/business-officer/docs/Yavapai%20College%20Travel%20Procedures%20March%20.pdf>
To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

Adobe Sign Cassidy Grantham, Denver CO 4.16.17-4.20.17 has been sent out for signature to ca_grantham@hotmail.com

In Adobe E-sign, the Travel Request form will be located under Signed documents, and can be saved as a PDF copy.



17. After the Business Office has reviewed the Travel Request Form, an email will be sent to the Traveler and the Department Liaison that contains the assigned Travel Number, any adjustments to the Travel Request Form based on compliance with Travel Procedures, confirmation of any advance requests and a copy of the Claim for Reimbursement of Travel Expenses Form which will need to be completed with actual travel expenses. The Claim for Reimbursement of Travel expenses will be completed electronically, printed and signed by the Traveler and submitted to the Business Office with all required receipts.

Making changes to Travel Request Form

Information completed on the Travel Request Form cannot be edited in anyway after the information has been entered and the form has been submitted. Therefore, approvers have two options:

- 1) Approve Travel Request Form with comments. In this scenario, the approver can approve the Travel Request form and enter comments under their name. There is a line for both approvers to comment. When the approvers open the form, the only fields they can complete will be the comment field and the field to sign. This is recommended only if there are minor comments/changes etc. to the form.
- 2) To not approve the Travel Request form. In this scenario, the approver will select the Alternative Actions on the top left hand side of the screen and then select "I WILL NOT SIGN". Once this is selected, the approver will need to put an explanation as to why. This explanation will be included in an email that gets sent to the Traveler, Liaison and any other signers. After this occurs, the Travel Request Form will be cancelled and a new Travel Request Form will need to be initiated. A copy of the denied Travel Request form can be obtained in the Manage tab of Adobe E-sign. A PDF copy could be emailed to the Traveler for reference when completing another form.

Administration Login x Adobe Sign, an Adobe Doc... x

https://secure.na1.echosign.com/public/prefill?aid=CBJCHBCAABAACxPQF5D18N2q5Vn13Yn0ee7FTvVJly

Adobe Sign

Alternative actions ▾ Cassidy Grantham, Denver CO 4.16.17-4.20.17

Director/Associate Dean/Dean _____
Comments _____

President/Designee (out-of-state) _____
Comments _____

Signatures obtained above approve the purpose and total cost of the trip. All expenditures are still subject to YC Travel Procedures and may be adjusted or denied.

Claim for Reimbursement of Mileage Form after travel has occurred.
Instructions:
1. Originator completes Travel Request Form. Form must be approved and submitted to the Business Office prior to travel. Form and required documents will be routed for approval by your Administrative Assistant. The Business Office will review and assign a Travel Number and route paperwork back to the Traveler and Administrative Assistant.
2. Requests for advances must be in the Business Office 5 working days before advance is needed.

Section 1 General Information

Legal Name _____ Y# _____ Destination (City & State) _____
Reason for Travel _____
Departure Date/Time _____ Return Date/Time _____ Passengers _____

Section 2. Anticipated Expenditures

Meals and Lodging use <i>AZ State Per Diem rates</i>							Mileage use <i>Google maps/ YC Campus Chart</i>			Transportation				Miscellaneous				
Breakfast	Lunch	Dinner		Lodging Total	Private Vehicle Mileage	YC Vehicle Mileage	Mileage X rate (\$445)	Shuttle/Taxi	Rental Car/Gas	Airfare	Airline Baggage Fees	Other	Registration	Parking	Tips	Other	Total	
Qty.	Rate	Qty.	Rate															Qty.
Complete this section if needing travel expenses to be paid by Liaison via a Purchase Card				Lodging	Airfare	Transportation	Registration	Other	Description of Other	Total								
Complete this section if requesting an Advance				Meals	Private Vehicle	Other	Description of Other	Total										

Section 3. Attachments

Please provide the [hyperlink to the conference website \(required if applicable\)](#) [Elucian Live 2017](#)

Or attach information by clicking the boxes below and uploading saved PDF, Word or Excel documents

- Conference information
- Any additional information (i.e. Lodging/Airfare/Registration confirmations)

Fund	Organization	Account	Program	AMOUNT
0000	013301	7401	30	
0000	013301	7408	30	
Comments				
Use the following account codes for travel – 7405 (out-of-state), 7401 (in-state), 7408 (registration fees), 7406 (student out-of-state), 7403 (student in-state)				

Traveler Signature (Additionally, if driving, traveler certifies that they hold a valid vehicle operator's license and if personal vehicle is to be used, that minimum state insurance requirements are met.)

Thank you for prefilling this document Click to Send

The screenshot shows the Adobe Sign account page. The main content area displays a list of documents with columns for Name, Company, Document Title, and Date. A red arrow points from a text box to the 'Travel Request Form 11.16.16' document under the 'Cancelled/Declined' status. Another red arrow points from the 'PDF' icon in the document preview pane to the same document in the list.

Name	Company	Document Title	Date
Waiting For Me to Sign (0)			
Draft (1)			
Document Template	edit	Travel Request Form	01/05/2017
Waiting For Me to Prefill (9)			
Out for Signature (1)			
Andrea Annibale	Yavapai College	Travel Request Form	11/17/2016
Signed (8)			
Cancelled/Declined (2)			
ca_grantham@hotm...		Travel Request form	01/06/2017
Julie Galgano	Yavapai College	Travel Request Form 11.16.16	11/21/2016
Archived (0)			
Library Templates (2)			
Document Template	send edit	Travel Request Form-Liasion	01/09/2017
Document Template	send edit	Travel Request Form	01/06/2017

The document preview pane shows the following details:

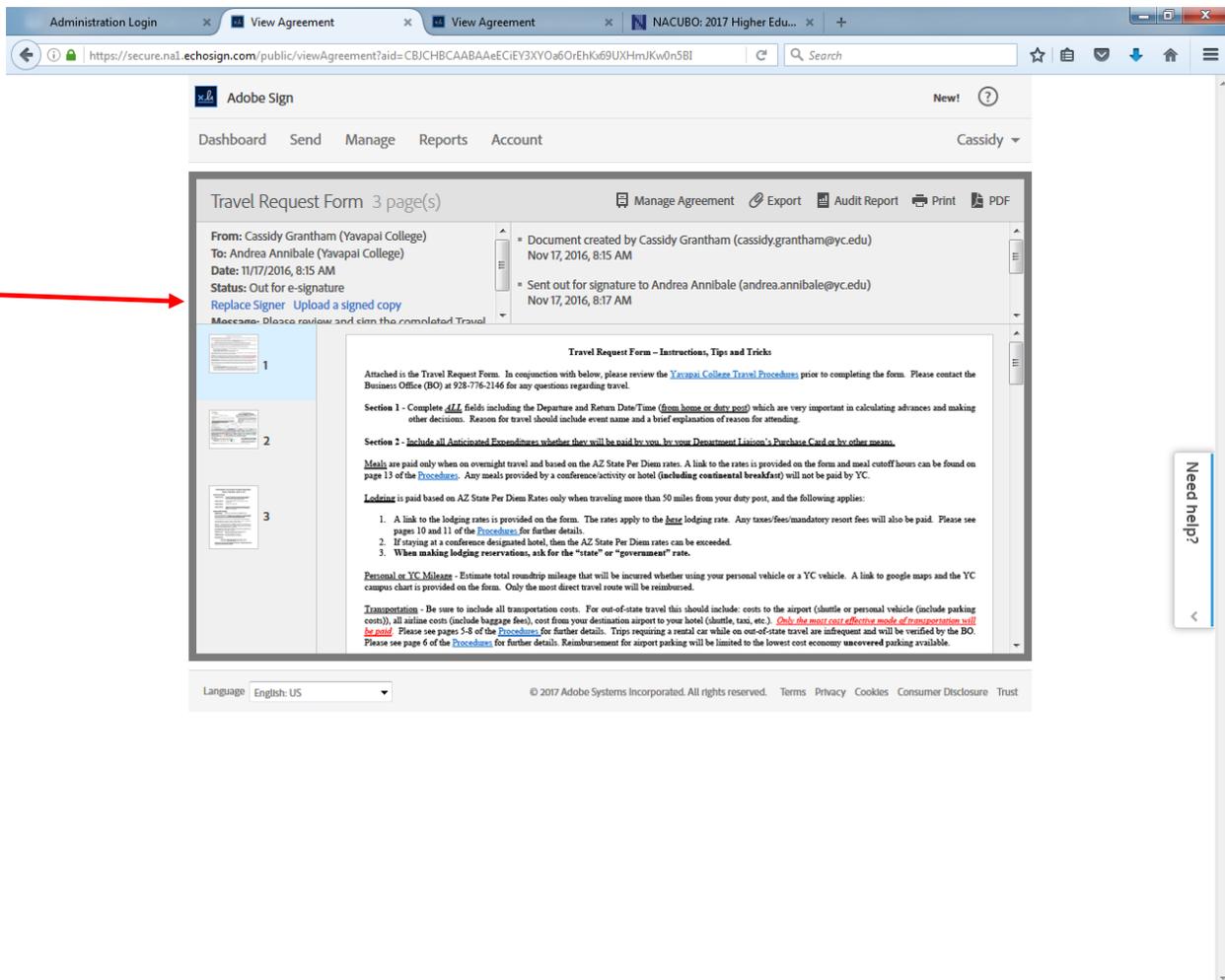
- Document:** Travel Request Form 11.16.16
- From:** Julie Galgano (Yavapai College)
- To:** Cassidy Grantham (Yavapai College)
- Date:** 11/21/2016, 2:33 PM
- Status:** Cancelled/Declined

Navigation options in the preview pane include: Print, Enlarge, PDF, Delete, View, Share, Protect, Remind, History, Notes.

Highlight the Travel Request form under Cancelled/Denied and then select PDF. This will allow PDF copy to be sent to Traveler.

Delegating to new signer

The Adobe E-sign Dashboard provides an overview/recap of recent events. If a Travel Request Form needs to be delegated to another signer (if signer is out of town etc). Select Travel Request form from Recent Events in the Dashboard and there will be an option to delegate to a new signer.



The screenshot displays the Adobe Sign web interface. At the top, there are navigation tabs: 'Dashboard', 'Send', 'Manage', 'Reports', and 'Account'. The user's name 'Cassidy' is visible in the top right. The main content area shows a document titled 'Travel Request Form 3 page(s)'. The document header includes the following information:

- From: Cassidy Grantham (Yavapai College)
- To: Andrea Annibale (Yavapai College)
- Date: 11/17/2016, 8:15 AM
- Status: Out for e-signature

Below the header, there are two links: 'Replace Signer' and 'Upload a signed copy'. A red arrow points to the 'Replace Signer' link. To the right of the header, there are two status messages:

- Document created by Cassidy Grantham (cassidy.grantham@yc.edu) Nov 17, 2016, 8:15 AM
- Sent out for signature to Andrea Annibale (andrea.annibale@yc.edu) Nov 17, 2016, 8:17 AM

The document content is titled 'Travel Request Form - Instructions, Tips and Tricks' and contains several sections of text, including 'Section 1 - Complete ALL fields including the Departure and Return Date/Time (from home or duty post)', 'Section 2 - Include all Anticipated Expenditures whether they will be paid by you, by your Department Liaison's Purchase Card or by other means', and 'Personal or YC Mileage'. A 'Need help?' button is visible on the right side of the document viewer. At the bottom, there is a language dropdown set to 'English: US' and a copyright notice for Adobe Systems Incorporated.

Reminders

Reminders can be sent out via email for Travel Request Forms. In the Manage tab in Adobe E-sign, select any Travel Request Form under "Out for Signature", on the right hand side of the screen, select the Remind tab and set reminder criteria.

Administration Login | Adobe Sign, an Adobe Doc... | View Agreement | NACUBO: 2017 Higher Edu... | +

https://secure.nal.echosign.com/account/agreements

Adobe Sign New! ?

Dashboard Send **Manage** Reports Account Cassidy ▾

Filter by Name or Company ▾ Filter by Document Status ▾ Search documents, recipients & notes 🔍 ↻

Name >	Company >	Document Title >	Date >
unravawadsworth@yavapal...	prefill	Travel Request Form	11/16/2016
Julie Galgano	prefill	Julie Galgano Hawaii Travel Requ...	11/16/2016
ca_grantham@hotmail...	prefill	Travel Request Form (Prefill)	06/15/2016
ca_grantham@hotmail...	prefill	Travel Request Form (Prefill)	06/15/2016
Out for Signature (1)			
Andrea Annibale	Yavapai College	Travel Request Form	11/17/2016
Signed (8)			
Cassidy Grantham		Cassidy Grantham,Denver CO ...	01/09/2017
Cassidy		Travel Request Form Test	01/06/2017
Cassidy Grantham		Travel Request Form Test	01/06/2017
Cassidy Grantham		Travel Request Form Test	01/06/2017
Tina Wadsworth		Travel Request Form Tina Haw...	11/16/2016
Kirsten Adaniya		K. Adaniya Travel -Denver Co ...	07/28/2016
Andrea Annibale	Yavapai College	Travel Request Form (Prefill)	06/15/2016
cassidy		Claim for Reimbursement of ...	05/24/2016
Cancelled/Declined (2)			
ca_grantham@hotmail...		Travel Request form	01/06/2017
Julie Galgano	Yavapai College	Travel Request Form 11.16.16	11/21/2016
Archived (0) Upload Agreements			
Library Templates (2)			
Document Template	send edit	Travel Request Form-Liasion	01/09/2017

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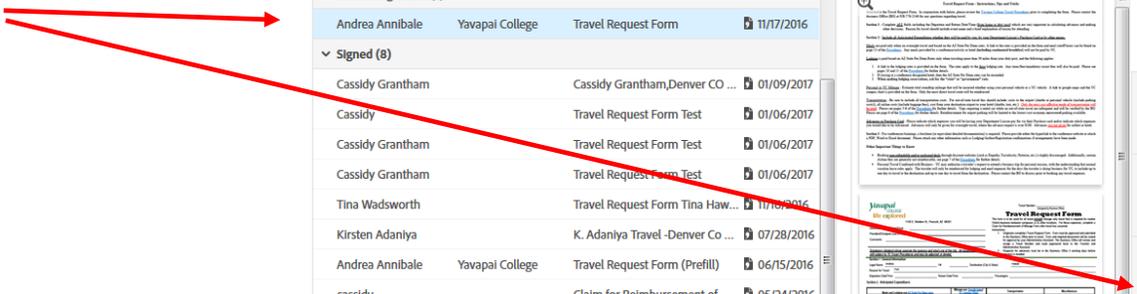
Travel Request Form
 From: Cassidy Grantham (Yavapai College)
 To: Andrea Annibale (Yavapai College)
 Date: 11/17/2016, 8:15 AM
 Status: Out for e-signature

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PURCHASING & ACCOUNTS PAYABLE DEADLINES
 FISCAL YEAR-END, JUNE 30, 2015

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