

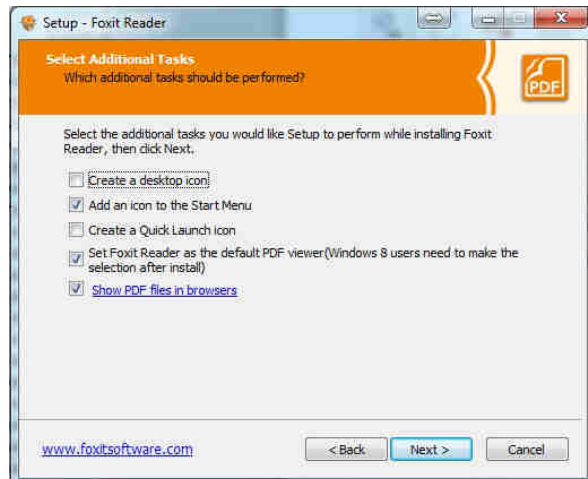
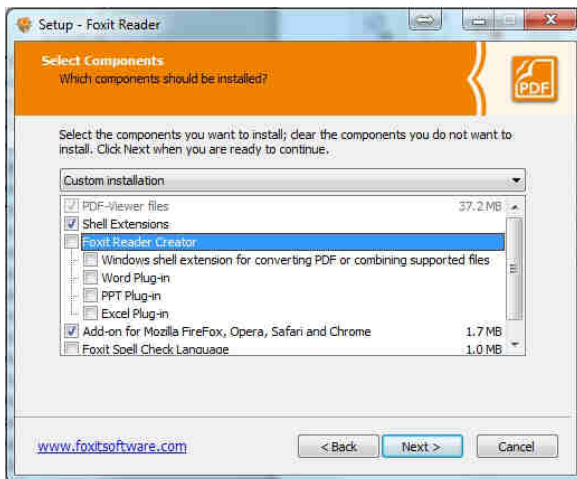
## USING Foxit Reader 5 and above

Foxit Reader can be downloaded from [http://www.foxitsoftware.com/Secure\\_PDF\\_Reader/](http://www.foxitsoftware.com/Secure_PDF_Reader/). It's at Version 6 now and is Free.

The screenshot shows the Foxit Reader website. The main heading is "Foxit Reader 6 - The Best PDF Reader". Below this, there are several key features listed: "Over 150 Million Users", "Small, Fast, & Feature Rich PDF Reader", "Free PDF Creation / PDF Conversion", and "Protects Against Security Vulnerabilities". A prominent "Free Download" button is visible. To the right, a "Download Foxit Reader" dialog box is open, showing configuration options: Language (English), Package Type (exe), Version (6.1.2.1224), OS (Windows XP, Vista, 7, and 8), Package Size (32.8 MB), and Release Date (01/06/14). A "Download" button is at the bottom of the dialog.

The website shows a Free Download button. When pressed it will likely default to the above download. Remember where you download it to. You can close your browser now.

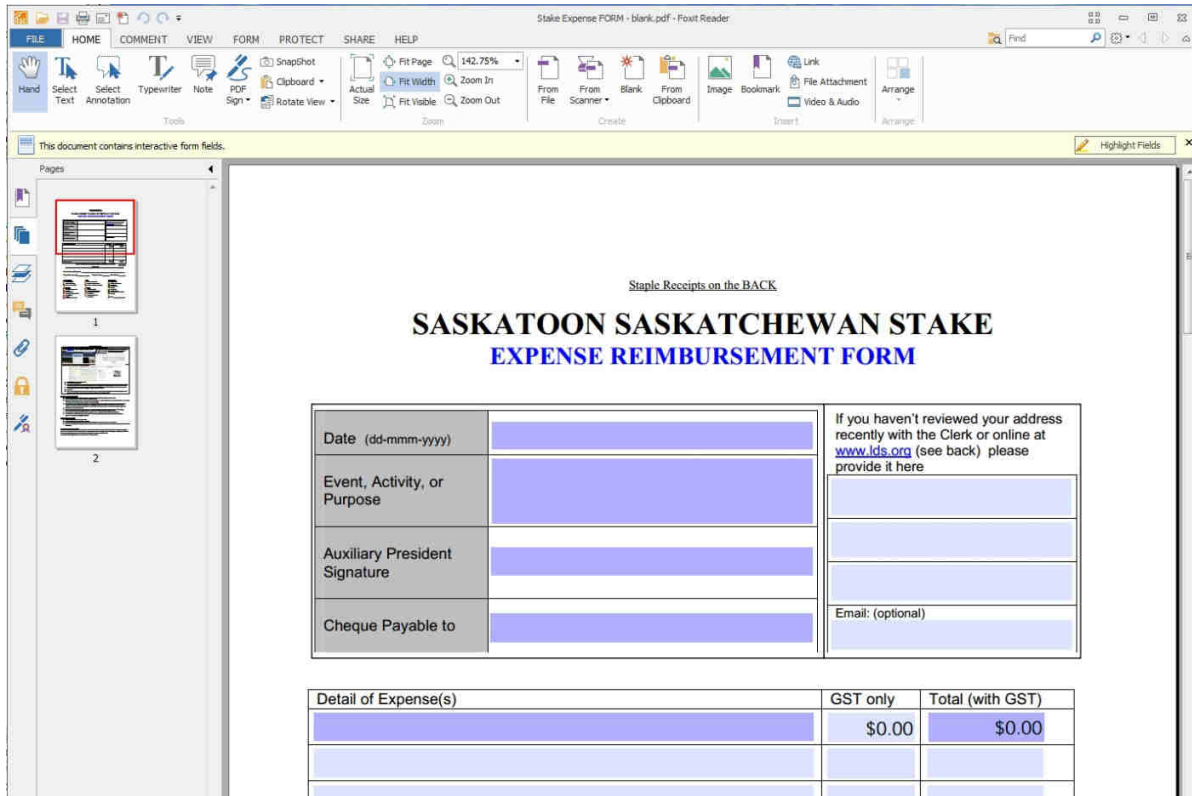
Double-click the file to install the software. Click yes to the License Agreement. Accept the default file location. You don't need the Creator function (likely is not free) and hence the spell checking wouldn't be necessary.



Now that you have it installed....

## FILLING OUT A STAKE REIMBURSEMENT FORM using Foxit Reader 5 and above

1. Obtain the latest form from the Stake clerk or on your hard drive if you have saved it. This will not work by clicking on a file that is attached in an email. (It works the same but when you hit save you will not recognize the temporary folder that it assigns to the file) It will be less confusing if you store this blank form on your desktop or My Documents folder.



2. When you double-click on it, this may be what it looks like. The highlighted fields are available for data. You can enter your information directly into the fields and use the TAB key to move between fields. Here's what it could look like. If your event may not be obvious to the clerk who is processing the request please ensure the reason for this expense is clear in the Event, Activity, or Purpose line.

Staple Receipts on the BACK

### SASKATOON SASKATCHEWAN STAKE EXPENSE REIMBURSEMENT FORM

|                               |                    |   |
|-------------------------------|--------------------|---|
| Date (dd-mmm-yyyy)            | 19-Jan-2014        | If you haven't reviewed your address recently with the Clerk or online at <a href="http://www.lds.org">www.lds.org</a> (see back) please provide it here<br><br>Email: (optional) |
| Event, Activity, or Purpose   | Some activity      |   |
| Auxiliary President Signature | President Somebody |   |
| Cheque Payable to             | Me                 |   |

| Detail of Expense(s) | GST only | Total (with GST) |
|----------------------|----------|------------------|
|                      | \$0.00   | \$0.00           |
|                      |          |                  |
|                      |          |                  |

3. If you are unsure if your address is correct in MLS or if you have passed this form onto someone else who may not even be in the MLS then their address can be provided on the right. If they put in their email they can receive a note when the expense has been processed and they will know their money is coming.

Staple Receipts on the BACK

## SASKATOON SASKATCHEWAN STAKE EXPENSE REIMBURSEMENT FORM

|                                      |                    |  |
|--------------------------------------|--------------------|--|
| <b>Date</b> (dd-mmm-yyyy)            | 19-Jan-2014        | If you haven't reviewed your address recently with the Clerk or online at <a href="http://www.lds.org">www.lds.org</a> (see back) please provide it here |
| <b>Event, Activity, or Purpose</b>   | Some activity      |  |
| <b>Auxiliary President Signature</b> | President Somebody | 123 something st   |
| <b>Cheque Payable to</b>             | Me                 | some city, SK  |
|                                      |                    | S7H 1A6  |
|                                      |                    | Email: (optional)<br>someone@here.com  |

| Detail of Expense(s) | GST only | Total (with GST) |
|----------------------|----------|------------------|
|                      | \$0.00   | \$0.00           |
|                      |          |                  |
|                      |          |                  |

4. For the details you can put in categories of expenses all added together or you can use a line for each receipt depending on what this expense is for. If you have a lot of receipts all for one activity then you can add all the GST up and the totals of all receipts and enter them all in one line with the totals on the right. If you have few receipts OR receipts that fit in multiple categories (see the bottom of the form) then you can enter them in different lines to help the financial clerk charge the right budget items.

| Detail of Expense(s)     | GST only       | Total (with GST)  |
|--------------------------|----------------|-------------------|
| stuff for campout        | \$12.34        | \$345.60          |
| stuff for dance activity | \$32.50        | \$555.30          |
| gas for activity         | \$4.50         | \$43.00           |
| Scouting registrations   | \$34.23        | \$544.30          |
|                          |                |                   |
| <b>Total Amounts</b>     | <b>\$83.57</b> | <b>\$1,488.20</b> |

Attach all receipts with this form, as all expenses must be able to be verified.

Reset Form

Office Use Only

Stake Presidency's Signature \_\_\_\_\_

Cheque Date (dd-mmm-yy) \_\_\_\_\_ Cheque Number \_\_\_\_\_ Clerk Initials \_\_\_\_\_

**Administration**

- Office Supplies
- Stake Technology
- SP/HC Phone/Travel

**Assignments**

- Family History Centre
- Mission
- Public Affairs
- Emergency Preparedness
- Employment
- Library
- Stake Travel (not HC)

**Other**

- CASH ADVANCE
- General Mission Funds
- OTHER – Member Activity

**Activities**

- Stake Activities
- Stake Conference Food, Snacks, Refreshments
- Stake Music
- Seminary / Institute
- Graduation

**Organizations**

- Single Adults
- Young Single Adults
- Priesthood
- Relief Society
- Primary
- Young Men
- Young Women
- Combined Youth Activity
- Scouting
- Other \_\_\_\_\_

- Once you are complete you can SAVE your form all filled out as another file. Click File, Save as, then choose a new filename. This will keep your blank copy intact.

**SASKATOON SASKATCHEWAN STAKE EXPENSE REIMBURSEMENT FORM**

|                   |                    |  |
|-------------------|--------------------|--|
| (dd-mmm-yyyy)     | 19-Jan-2014        | If you haven't reviewed your address recently with the Clerk or online at <a href="http://www.lds.org">www.lds.org</a> (see back) please provide it here |
| Activity, or se   | Some activity      |  |
| ary President ure | President Somebody |  |
| Cheque Payable to | Me                 |  |
|                   |                    | 123 something st   |
|                   |                    | some city, SK  |
|                   |                    | S7H 1A6  |
|                   |                    | Email: (optional)<br>someone@here.com  |

| Detail of Expense(s)     | GST only | Total (with GST) |
|--------------------------|----------|------------------|
| stuff for campout        | \$12.34  | \$345.60         |
| stuff for dance activity | \$32.50  | \$555.30         |
| nas for activity         | \$4.50   | \$43.00          |

- With this file saved you can now prepare an email and attach the file to it. You can also scan your receipts in as an image or PDF file and also attach it to the same email. Nowadays, ordering online will produce an electronic receipt that you print out to PDF and attach it.