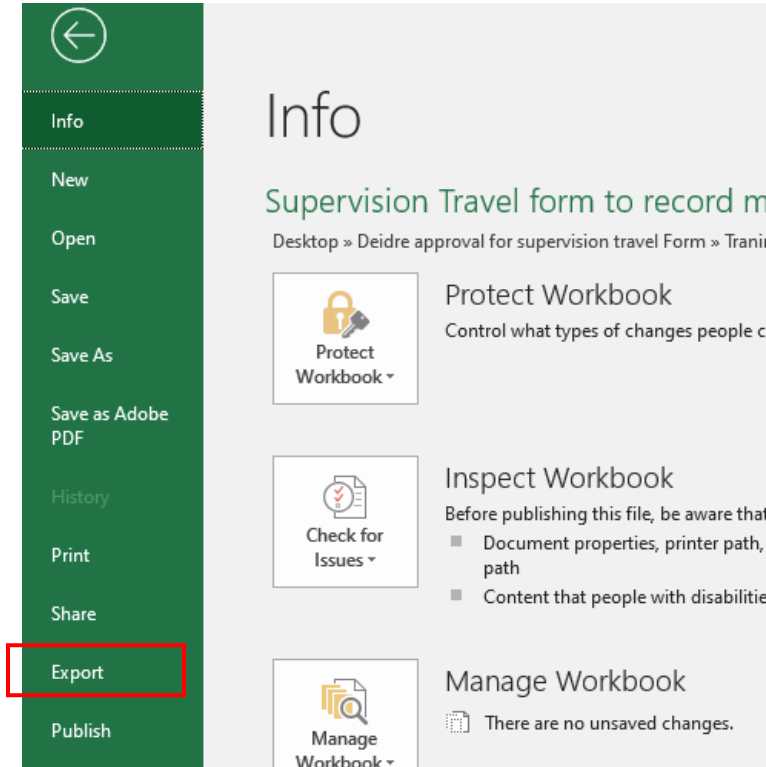
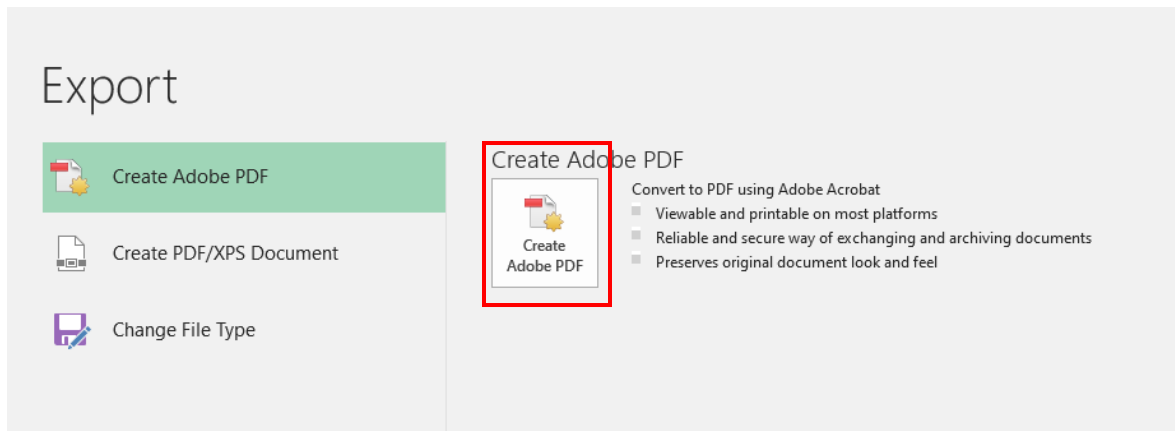


Please follow these steps to convert the Supervision Travel form to PDF in order to submit it to the Concur system.

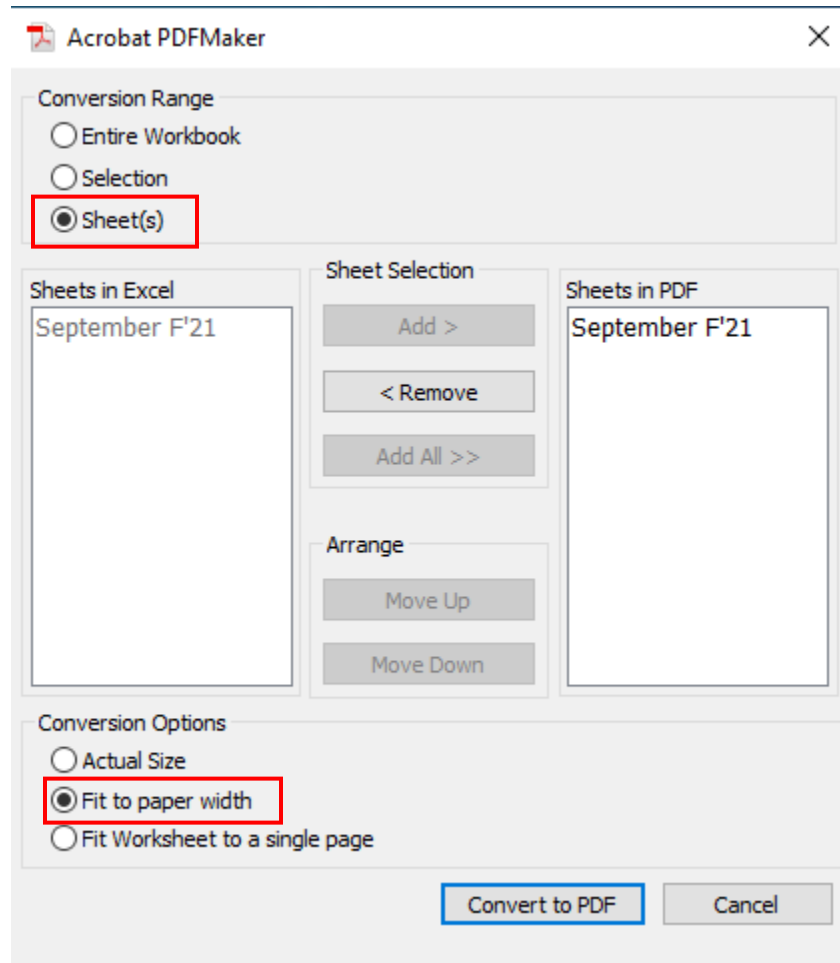
1. On the "File" tab, select "Export".



2. Click "Create Adobe PDF" on the right side of the window.



3. After you click “Create Adobe PDF”, a window will appear with three sections. For each section, make sure the options highlighted below are selected. Then click “Convert to PDF”



4. The dialog box “Save adobe PDF File As” will appear. Enter a file name and select a location to save the file. Then click “Save”. At this point, you have converted the form to PDF, and it is ready to submit to the Concur system.