Instructions on how to get the reference number and amount to appear at the top of all printed pages of an advance/expense report.

Google Chrome

1. Once the advance/expense report is completed and submitted, click on **Print and mail hard copy to above address**.

Print and mail hard copy to above address

2. Click on **More settings** to display additional setting options.
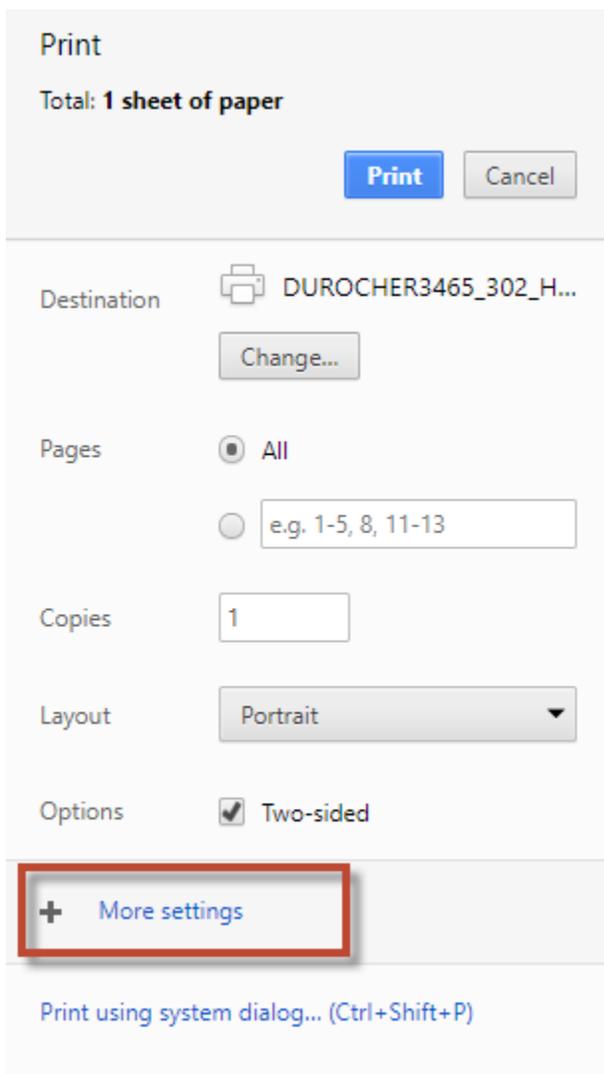
Print

Total: **1 sheet of paper**

Print   Cancel

Destination   DUROCHER3465_302_H...

Change...

Pages   ● All

○ e.g. 1-5, 8, 11-13

Copies   1

Layout   Portrait   ▼

Options   ✔ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

3. In options section, check **Headers and footers**

Print

Total: **1 sheet of paper**

Print | Cancel

Destination | DUROCHER3465_302_H...
Change...

Pages | ● All
○ e.g. 1-5, 8, 11-13

Copies | 1

Layout | Portrait ▼

Paper size | Letter (8.5 x 11") ▼

Margins | Default ▼

Scale | 100

Options | ☑ Headers and footers
☑ Two-sided
☐ Background graphics

— Fewer settings

4. Click on the **Print** button on top of page
5. The changes will automatically be saved for any future printing

<u>Safari</u>

1. Once the advance/expense report is completed and submitted, click on **Print and mail hard copy to above address**.

2. In options section, check **headers and footers**
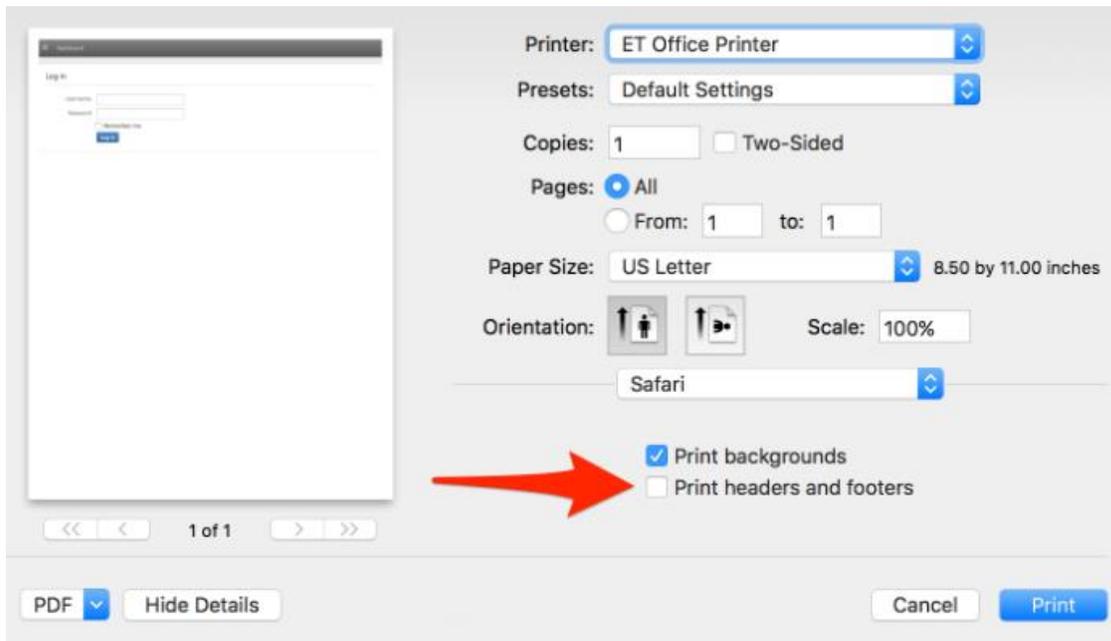
3. Click on the button
4. The changes will automatically be saved for any future printing

Mozilla Firefox

1. Once the advance/expense report is completed and submitted, before clicking on Print and mail hard copy to above address, click **Open menu** ≡ in the top right

2. Click on **Print** to display the print preview page
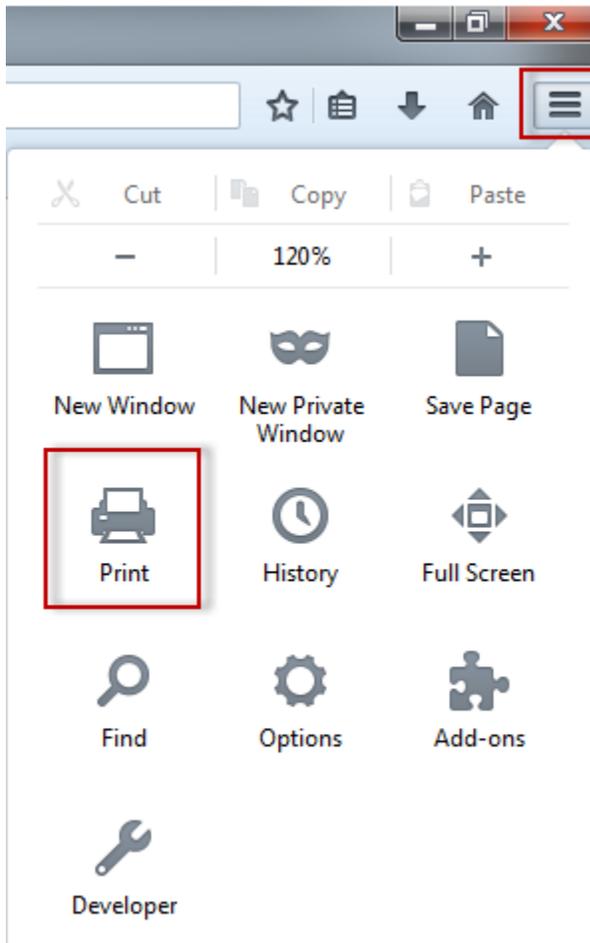
3. Click on **Page Setup** on top left
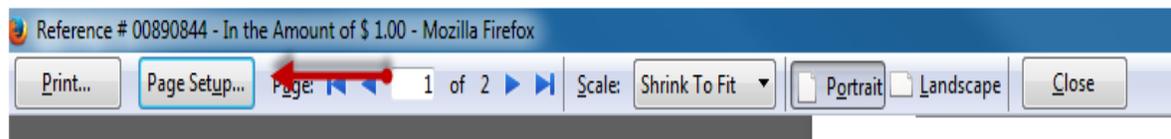
4. Click on **Margins & Header/Footer** tab and select as indicated below for each of the three Header and three Footer pull-down menus.
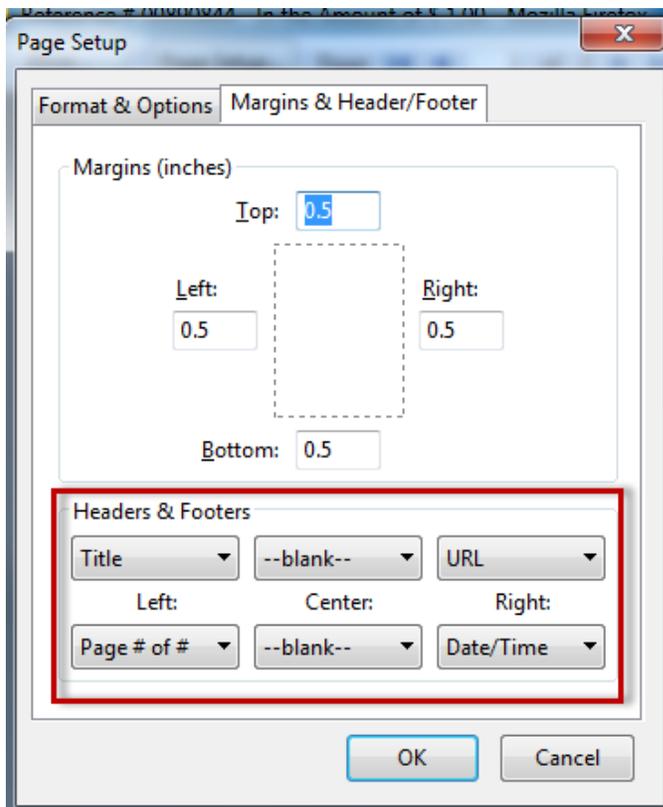
5. Click **OK** to save the changes - will automatically be saved for any future printing

6. Click on **Print and mail hard copy to above address**.

Internet Explorer (version 10 and above)

1. Once the advance/expense report is completed and submitted, before clicking on Print and mail hard copy to above address, click on **Tools** ⚙ in the top right

2. Click on **Print,** then click on **Page Setup**
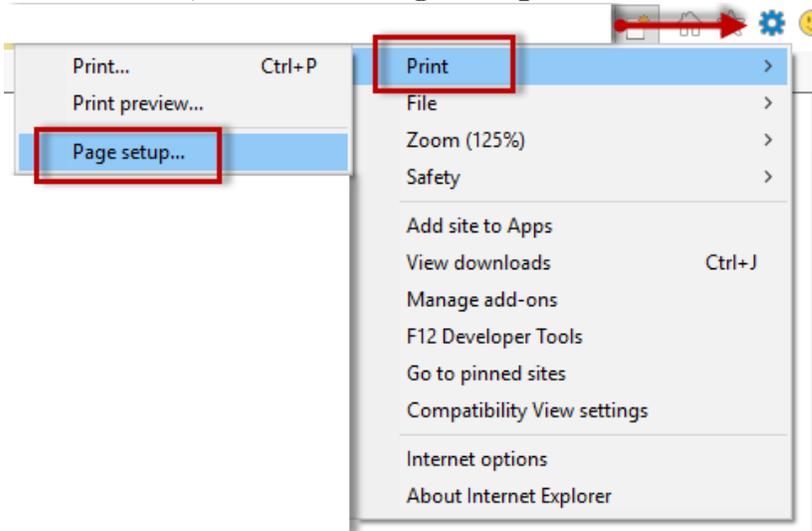
3. In the **Headers and Footers** section, select as indicated below for each of the three Header and three Footer pull-down menus.
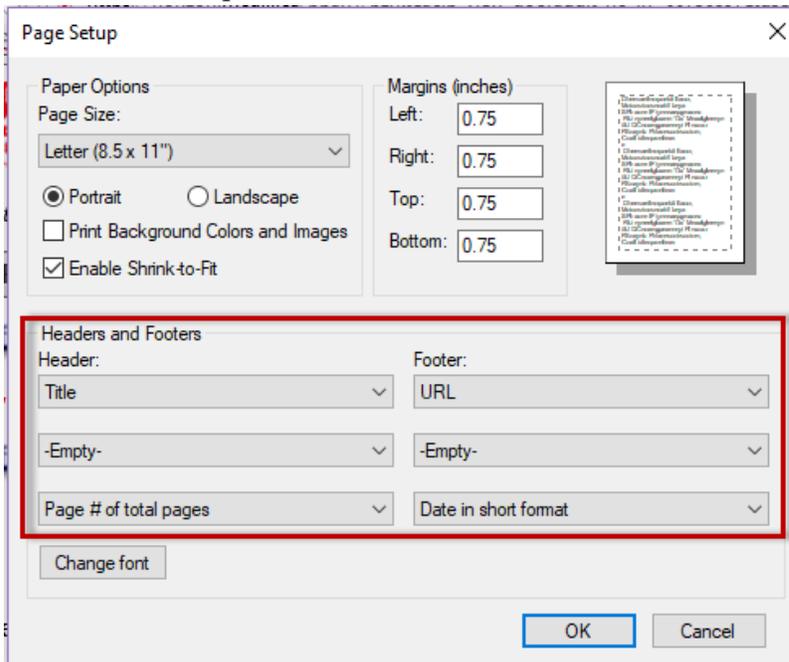
4. Click **OK** to save the changes - will automatically be saved for any future printing

5. Click on **Print and mail hard copy to above address**.