

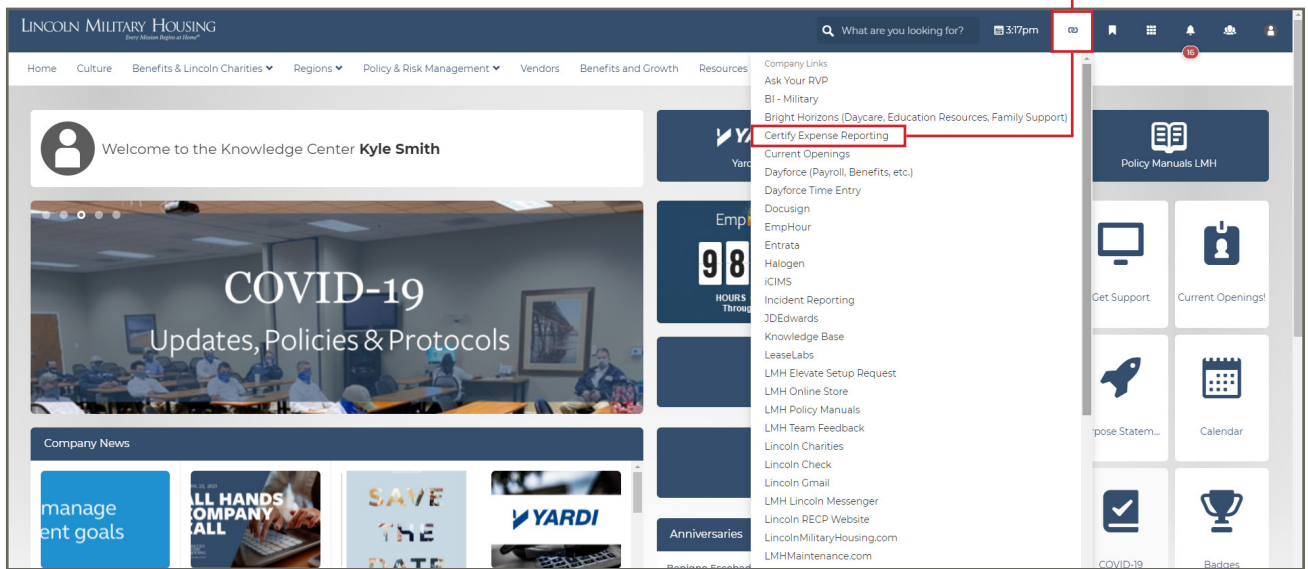
CERTIFY

Participant Guide

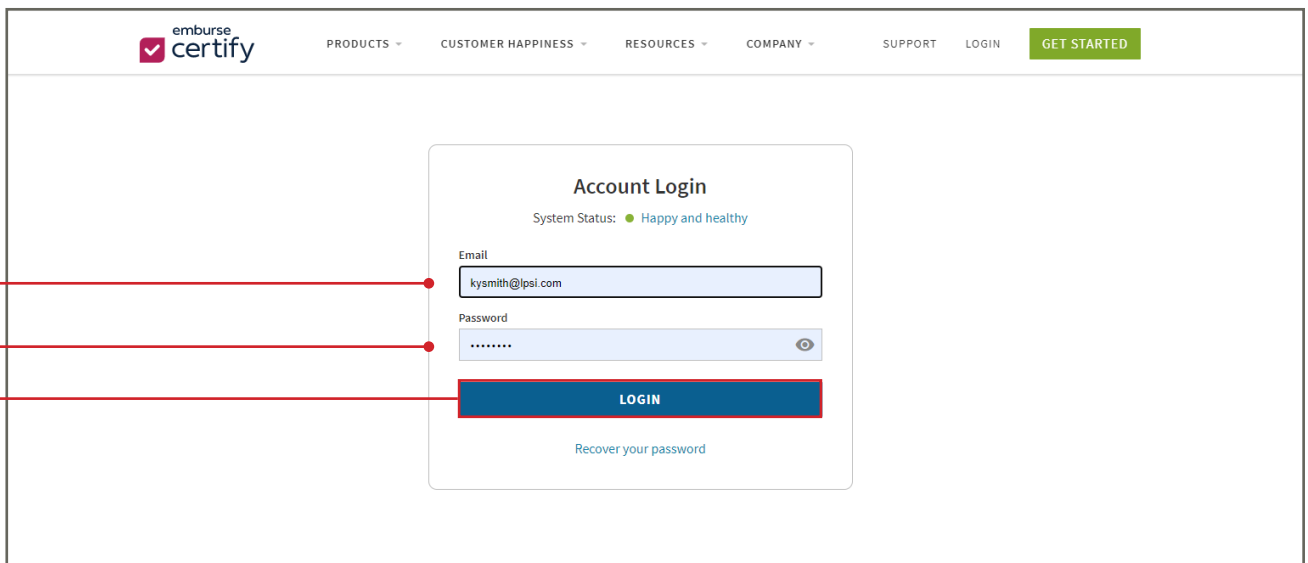
Account Settings

Follow the steps below for how to set up your account settings in Certify.

- 1 Click the **Link** icon on the KC > **Certify Expense Reporting**



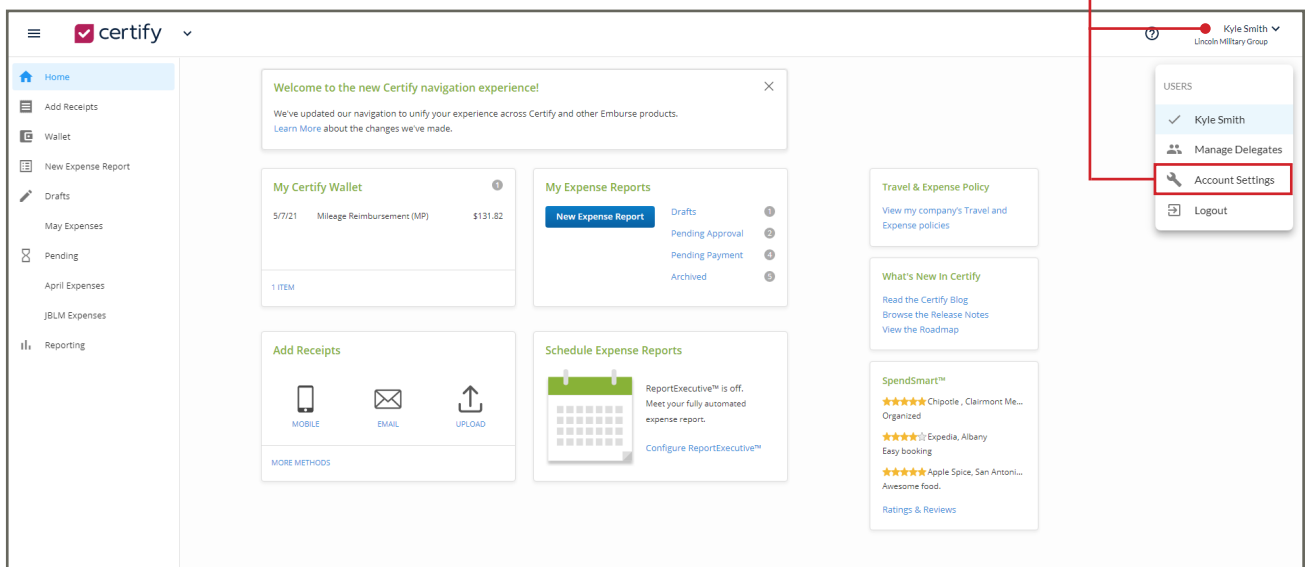
- 2 Enter your **Email** > **Password** > click **Login**



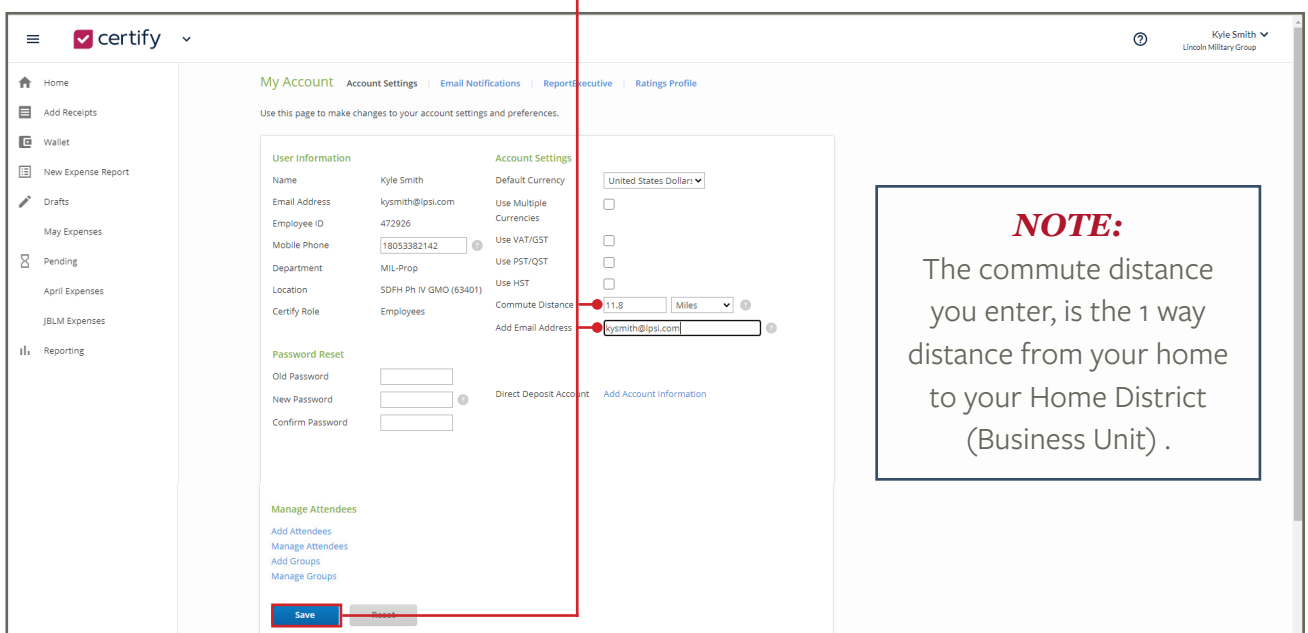
Account Settings

Follow the steps below for how to set up your account settings in Certify.

- 3 Once logged in, click your **Name > Account Settings**



- 4 Enter your **Commute Miles > Email Address** > click **Save**



Account Settings

Follow the steps below for how to set up your account settings in Certify.

5 Click **Add Account Information**

The screenshot shows the 'My Account' settings page in the Certify system. The left sidebar contains navigation links: Home, Add Receipts, Wallet, New Expense Report, Drafts, May Expenses, Pending, April Expenses, JBLM Expenses, and Reporting. The main content area is titled 'My Account' and includes links for 'Account Settings', 'Email Notifications', 'ReportExecutive', and 'Ratings Profile'. Below this, a message states: 'Use this page to make changes to your account settings and preferences.' The page is divided into three sections: 'User Information', 'Account Settings', and 'Password Reset'. The 'User Information' section includes fields for Name (Kyle Smith), Email Address (kysmith@lpsi.com), Employee ID (472926), Mobile Phone (18053382142), Department (MIL-Prop), Location (SDFH Ph IV GMO (63401)), and Certify Role (Employees). The 'Account Settings' section includes fields for Default Currency (United States Dollar), Use Multiple Currencies, Use VAT/GST, Use PST/QST, Use HST, Commute Distance (11.8 Miles), and Add Email Address (kysmith@lpsi.com). The 'Password Reset' section includes fields for Old Password, New Password, and Confirm Password. The 'Direct Deposit Account' section is highlighted with a red box, and the 'Add Account Information' link is also highlighted with a red box. Below this section is the 'Account Security' section with a checkbox for 'Enable Multi-Factor Authentication' and the 'Manage Attendees' section with a link to 'Add Attendee'.

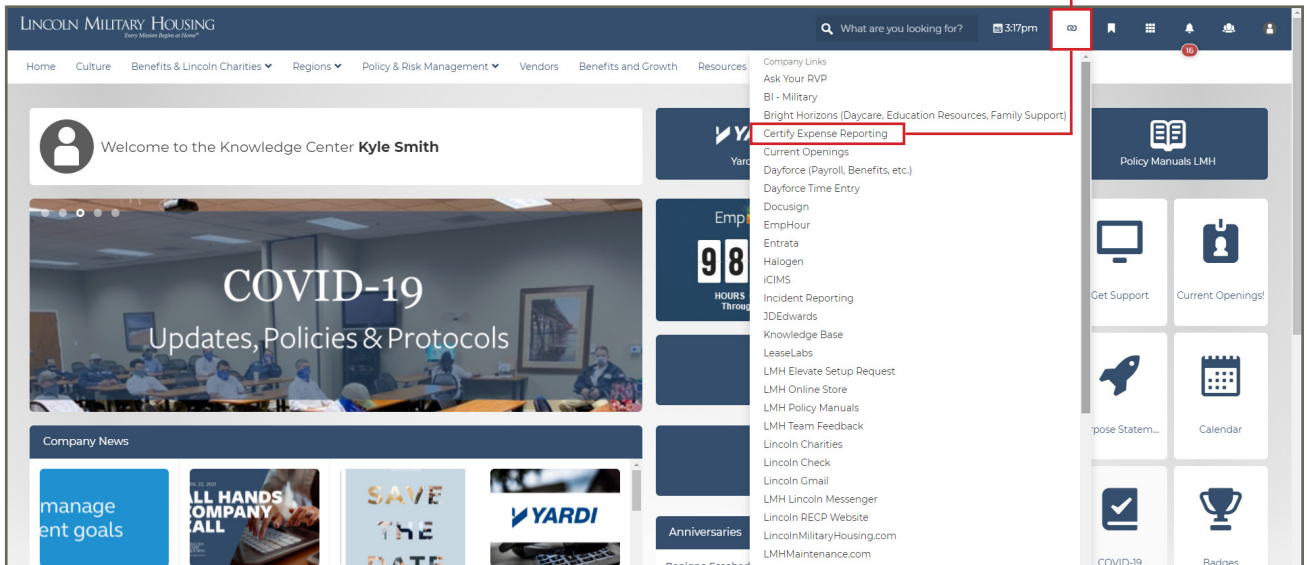
6 Fill in the **Required Fields** for your Direct Deposit Account Information > click **Save**

The screenshot shows the 'Direct Deposit Account Information' page in the Certify system. The left sidebar contains navigation links: Home, Add Receipts, Wallet, New Expense Report, Drafts, May Expenses, Pending, April Expenses, JBLM Expenses, and Reporting. The main content area is titled 'Direct Deposit Account Information' and includes a message: 'Enter your bank account information to enable direct deposit for reimbursements. Be sure to enter address information that is associated with the bank account. All fields are required.' The form is divided into two sections: 'Account Type' and 'Bank Routing Number and Bank Account Number'. The 'Account Type' section includes fields for Account Type (Checking), Bank Routing Number, Confirm, Bank Account Number, Confirm, Name on Account, Address, City, State (AK - Alaska), ZIP Code, and Telephone. The 'Bank Routing Number and Bank Account Number' section includes fields for Bank Routing Number, Bank Account Number, and Check Number. The 'Save' button is highlighted with a red box. The right sidebar contains the user's name (Kyle Smith) and the organization (Lincoln Military Group).

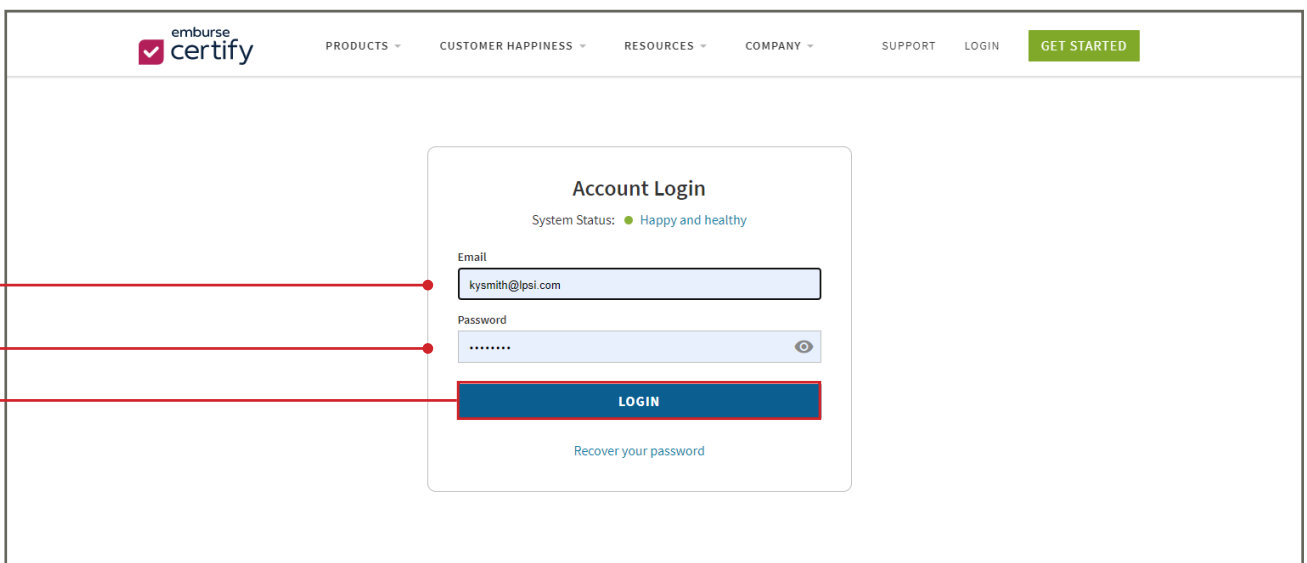
Mileage Reimbursement

Follow the steps below to submit a mileage reimbursement for travel beyond your normal commute distance.

- 1 Click the **Link** icon on the KC > **Certify Expense Reporting**



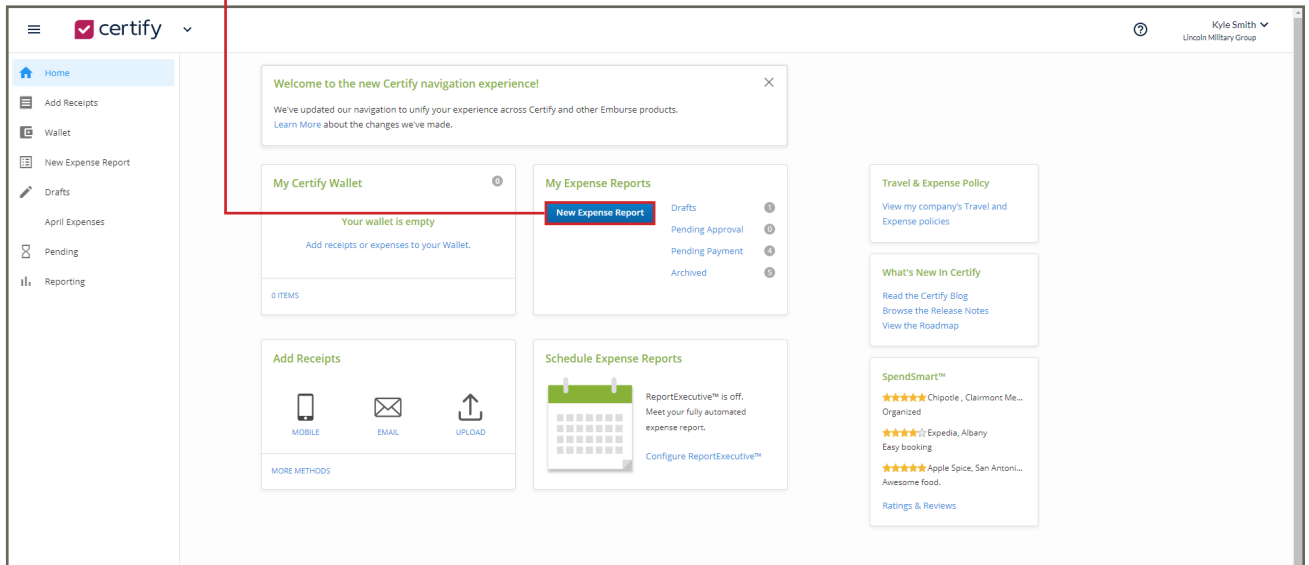
- 2 Enter your **Email** > **Password** > click **Login**



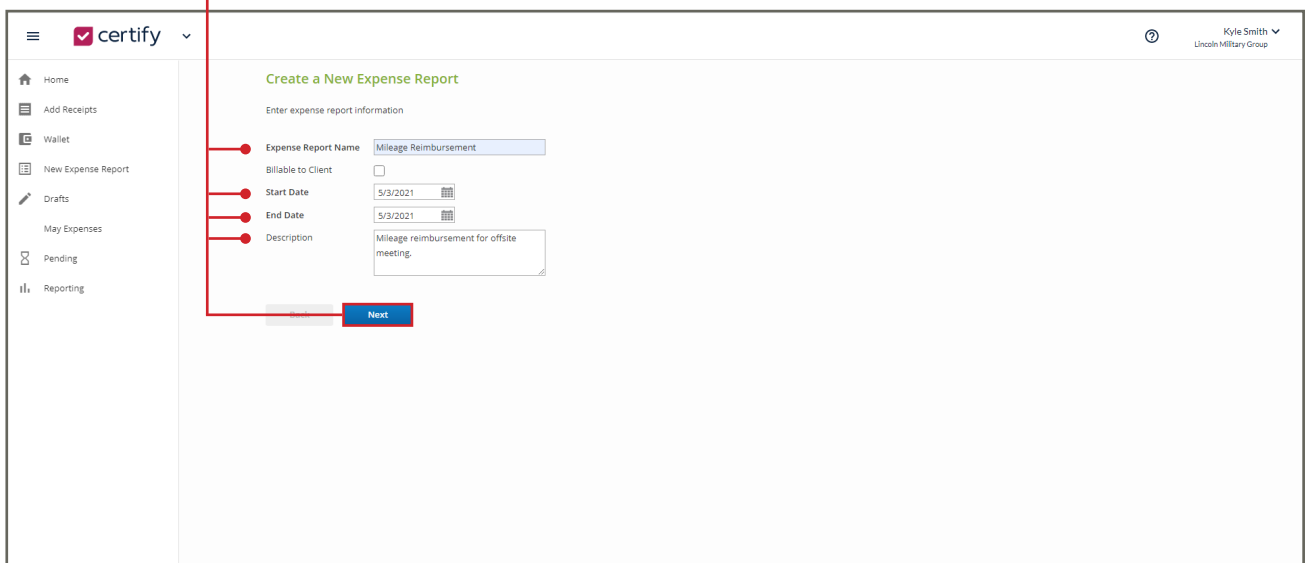
Mileage Reimbursement

Follow the steps below to submit a mileage reimbursement for travel beyond your normal commute distance.

3 Click **New Expense Report**



4 Enter your **Expense Report Name** > **Start Date** > **End Date** > **Description** > click **Next**



Mileage Reimbursement

Follow the steps below to submit a mileage reimbursement for travel beyond your normal commute distance.

- 5 Fill in the **Required Fields (A-F)** > click **Mapit!**

The screenshot shows the 'Add Expense' form in the Certify app. The form is titled 'Add Expense' and has a sidebar menu on the left. The main form fields are: Date (5/3/2021), Department (MIL-Prop), Category (Mileage Reimbursement - Deduct 1 Day of Commute Miles (MP)), MIL-Prop (EDSON DISTRICT- 63184), From (98 San Jacinto Rd, Oceanside, CA 92058), To (10300 Yorktown Dr San Diego CA 92124), Miles (with a 'Mapit!' button), Round Trip (checked), Reason, Reimbursable (I paid for this, please reimburse me.), Billable (checkbox), and Receipt (Select). A 'My Certify Wallet' section on the right shows 'Your wallet is empty.' and a 'Merge Items' button. The bottom of the app shows the Certify logo and footer links: Contact, Terms, Privacy, Blog, Roadmap.

- A Date - Enter the **Expense Date**
- B Department - Select **MIL-Prop**
- C Category - Select **Mileage Reimbursement - Deduct 1 Day of Commute Miles (MP)**
- D MIL-Prop - Select your **Business Unit**
- E From - Enter your **Home Address**
- F To - Enter your end **Destination**

Mileage Reimbursement

Follow the steps below to submit a mileage reimbursement for travel beyond your normal commute distance.

- 6 Enter your **Reason** for the commute > click **Save**

The screenshot shows the 'Add Expense' form in the Certify application. The left sidebar contains navigation links: Home, Add Receipts, Wallet, New Expense Report, Drafts, May Expenses, Mileage Reimbursement, Pending, and Reporting. The main form area is titled 'Add Expense' and includes the following fields:

- Date:** 5/3/2021
- Department:** MIL-Prop
- Category:** Mileage Reimbursement - Deduct 1 Day of Commute Miles (MP)
- MIL-Prop:** EDSON DISTRICT- 63184
- From:** 98 San Jacinto Rd, Oceanside, CA 92058
- To:** 10300 Yorktown Dr San Diego CA 92124
- Miles:** 50.2
- Round Trip:** ☒
- Reason:** Mileage reimbursement for offsite meeting.
- Reimbursable:** I paid for this, please reimburse me.
- Billable:** ☐
- Receipt:** Change
- Buttons:** Save, Cancel

On the right, there is a 'Receipt Image' section with a map showing the route. The map displays 'One-Way Distance: 36.9 mi' and 'One-Way Commute Distance: 11.8 mi'.

- 7 Click **Submit for Approval**

The screenshot shows the 'Expense Report' form in the Certify application. The left sidebar is the same as in the previous screenshot. The main form area is titled 'Expense Report' and includes the following fields:

- Report Name:** Mileage Reimbursement
- Dates:** 5/3/2021 - 5/3/2021
- Expenses Table:**

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	5/3/2021	MIL-Prop	Mileage Reimbursement - Deduct...		28.11	Yes	No		
- Totals:**
 - Total Non-Reimbursable: \$0.00
 - Total Reimbursable: \$28.11
- Add Expense Form:** (Same as in step 6)
- My Certify Wallet:** Your wallet is empty. Click the upload icon above to upload now.
- Buttons:** Submit for Approval, Print Report, Save, Cancel

Mileage Reimbursement

Follow the steps below to submit a mileage reimbursement for travel beyond your normal commute distance.

- 8 Check the box “I certify this expense report is true and accurate” > click **Submit**

The screenshot shows the 'certify' app interface. On the left is a sidebar with navigation options: Home, Add Receipts, Wallet, New Expense Report, Drafts, May Expenses, Mileage Reimbursement, Pending, and Reporting. The main content area is titled 'Submit Expense Report for Approval' and includes a warning: 'Please review your expense report details for accuracy. Upon submission your expense report will be sent to the approver you choose below.' Below this is the 'Expense Report Details' section with the following information:

Submitter	Kyle Smith (kysmith@psi.com)
Expense Report Name	Mileage Reimbursement
Dates	5/3/2021 - 5/3/2021
Non Reimbursable Total	\$0.00
Reimbursable Total	\$28.11
Total	\$28.11
Approver	Luis Lopez (luislopez@psi.com) Show All
Comments (optional)	<input type="text"/>

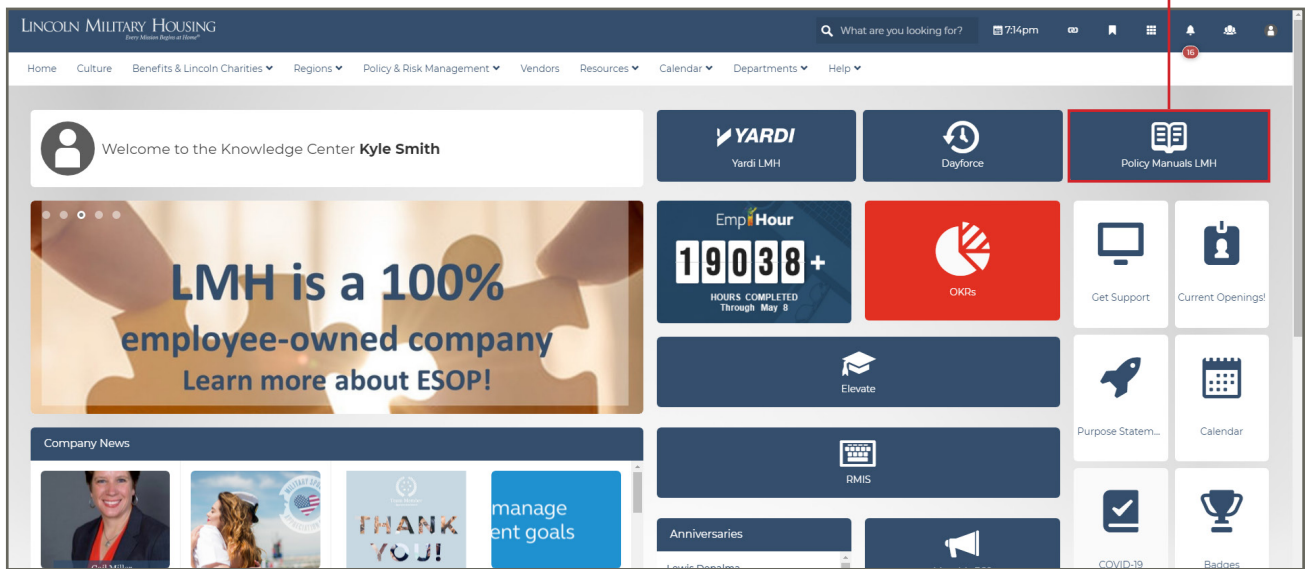
Below the details is a checkbox labeled 'I certify this expense report is true and accurate.' which is checked. At the bottom are 'Submit' and 'Cancel' buttons. A red line connects the number '8' from the instruction to the checkbox and the 'Submit' button.

NOTE:
Please ensure the correct approver is listed before submitting.

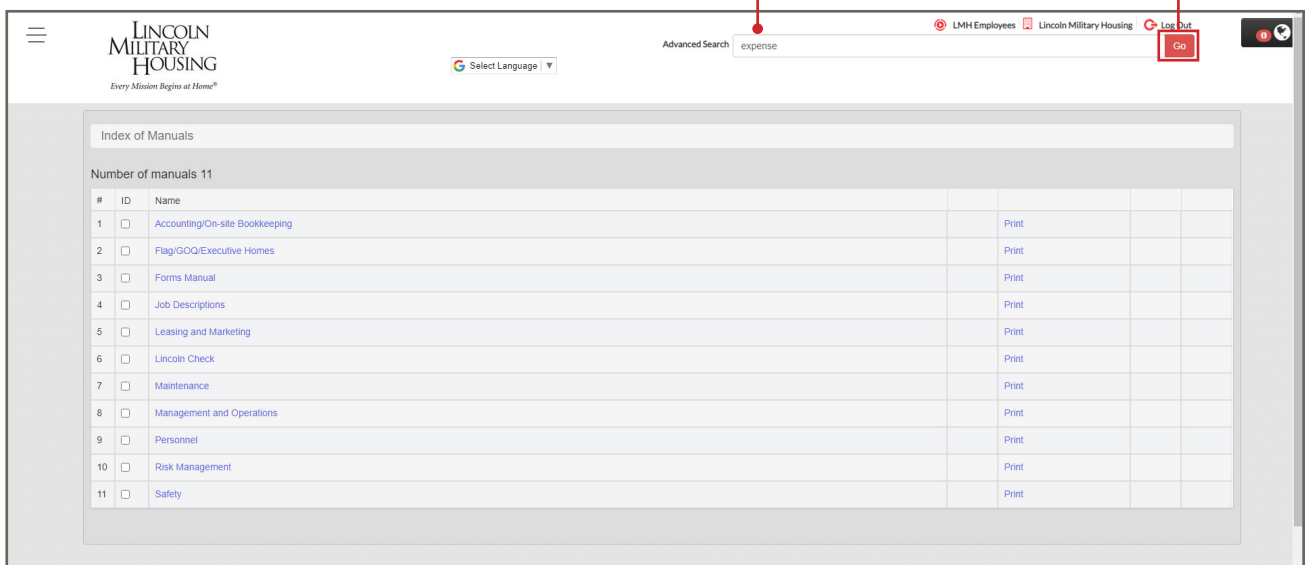
Mileage Detail

Follow the steps below for how to complete the Auto Mileage Expense Detail.

- 1 Click **Policy Manuals LMH** on the KC



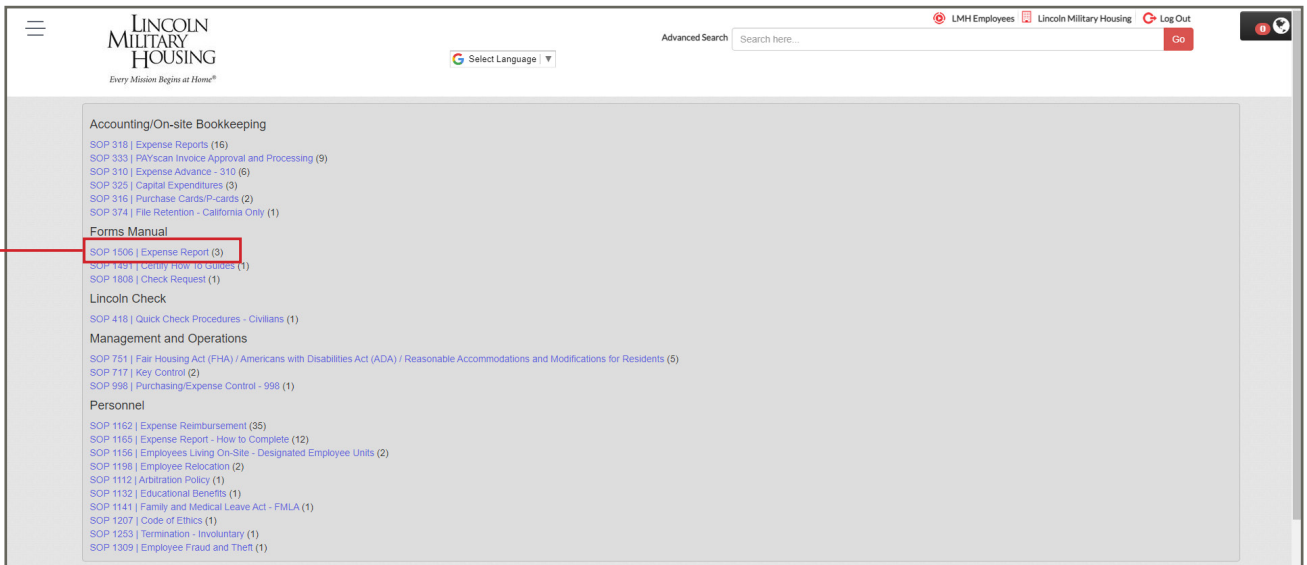
- 2 Enter **Expense** in the Advanced Search Field > click **Go**



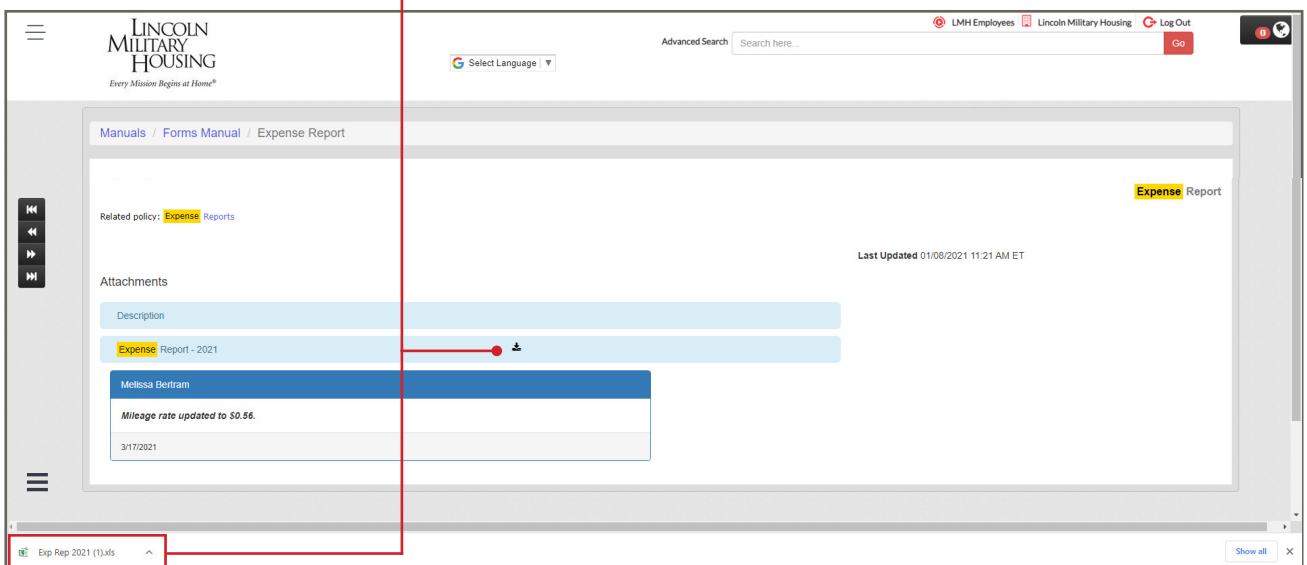
Mileage Detail

Follow the steps below for how to complete the Auto Mileage Expense Detail.

3 Click **SOP 1506 Expense Report**



4 Click the **Download** icon > **Exp Rep 2021**



Mileage Detail

Follow the steps below for how to complete the Auto Mileage Expense Detail.

- 5 Click **Detail Auto Mileage (2nd Page)**

The screenshot shows the 'BUSINESS EXPENSE REPORT' Excel form. The 'Detail Auto Mileage (2nd Page)' tab is highlighted at the bottom. The form includes fields for NAME, EMPLOYEE NUMBER, FOR PERIOD (FROM, TO), HOME ADMIN / DISTRICT NAME, and PRIMARY ADMIN / PROJECT TO BE CHARGED. The main table has columns for DATE(s), CITY / STATE, OVERNIGHT PROJECT CODE CHARGE (1), DESCRIPTION / BUSINESS PURPOSE, (M) LODGING, TAXI OR RENT CAR, AIRFARE, EMPLOYEE BEARS CODE (3), AMOUNT, ENTERTAINMENT (4) FOOD / BEV / OTHER, AUTO (6) MILEAGE, MISC. EXPENSE CODE (8), and GRAND TOTAL.

Auto Mileage Expense Detail Form

The screenshot shows the 'AUTO MILEAGE EXPENSE DETAIL' Excel form. The form is titled 'LINCOLN MILITARY HOUSING'. The table has columns for DATE, PLACE (Name of Business), BUSINESS PURPOSE, BEGINNING ADDRESS OR ODOMETER, ENDING ADDRESS OR ODOMETER, MILES, and AMOUNT.

Mileage Detail

Follow the steps below for how to complete the Auto Mileage Expense Detail.

6 Fill in the **Required Fields** (A-G)

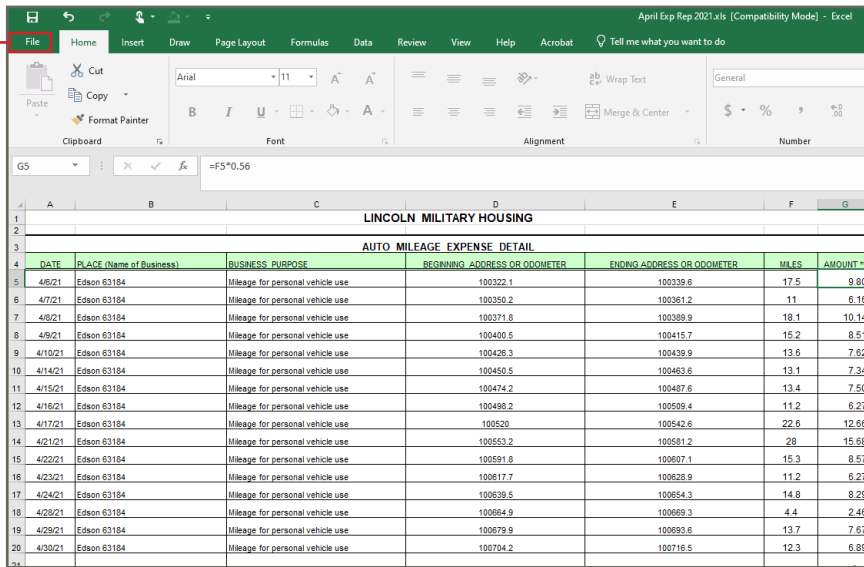
A	B	C	D	E	F	G
DATE	PLACE (Name of Business)	BUSINESS PURPOSE	BEGINNING ADDRESS OR ODOMETER	ENDING ADDRESS OR ODOMETER	MILES	AMOUNT **
4/6/21	Edson 63184	Mileage for personal vehicle use	100322.1	100339.6	17.5	9.80
4/7/21	Edson 63184	Mileage for personal vehicle use	100350.2	100361.2	11	6.16
4/8/21	Edson 63184	Mileage for personal vehicle use	100371.8	100389.9	18.1	10.14
4/9/21	Edson 63184	Mileage for personal vehicle use	100400.5	100415.7	15.2	8.51
4/10/21	Edson 63184	Mileage for personal vehicle use	100426.3	100439.9	13.6	7.62
4/14/21	Edson 63184	Mileage for personal vehicle use	100450.5	100463.6	13.1	7.34
4/15/21	Edson 63184	Mileage for personal vehicle use	100474.2	100487.6	13.4	7.50
4/16/21	Edson 63184	Mileage for personal vehicle use	100498.2	100509.4	11.2	6.27
4/17/21	Edson 63184	Mileage for personal vehicle use	100520	100542.6	22.6	12.66
4/21/21	Edson 63184	Mileage for personal vehicle use	100553.2	100581.2	28	15.68
4/22/21	Edson 63184	Mileage for personal vehicle use	100591.8	100607.1	15.3	8.57
4/23/21	Edson 63184	Mileage for personal vehicle use	100617.7	100628.9	11.2	6.27
4/24/21	Edson 63184	Mileage for personal vehicle use	100639.5	100654.3	14.8	8.29
4/28/21	Edson 63184	Mileage for personal vehicle use	100664.9	100669.3	4.4	2.46
4/29/21	Edson 63184	Mileage for personal vehicle use	100679.9	100693.6	13.7	7.67
4/30/21	Edson 63184	Mileage for personal vehicle use	100704.2	100716.5	12.3	6.89

- Ⓐ Date - Enter the **Travel Date**
- Ⓑ Place (Name of Business) - Enter your **Business Unit**
- Ⓒ Business Purpose - Enter **Mileage For Personal Vehicle Use**
- Ⓓ Beginning Address or Odometer - Enter your **Odometer Reading** at the start of the day
- Ⓔ Ending Address or Odometer - Enter your **Odometer Reading** at the end of the day
- Ⓕ Miles - Enter your **Miles Driven** for the day
(beginning odometer reading - ending odometer reading = miles driven)
- Ⓖ Amount - The dollar **Amount** will automatically populate (.56 x miles driven = reimbursement)

Mileage Detail

Follow the steps below for how to complete the Auto Mileage Expense Detail.

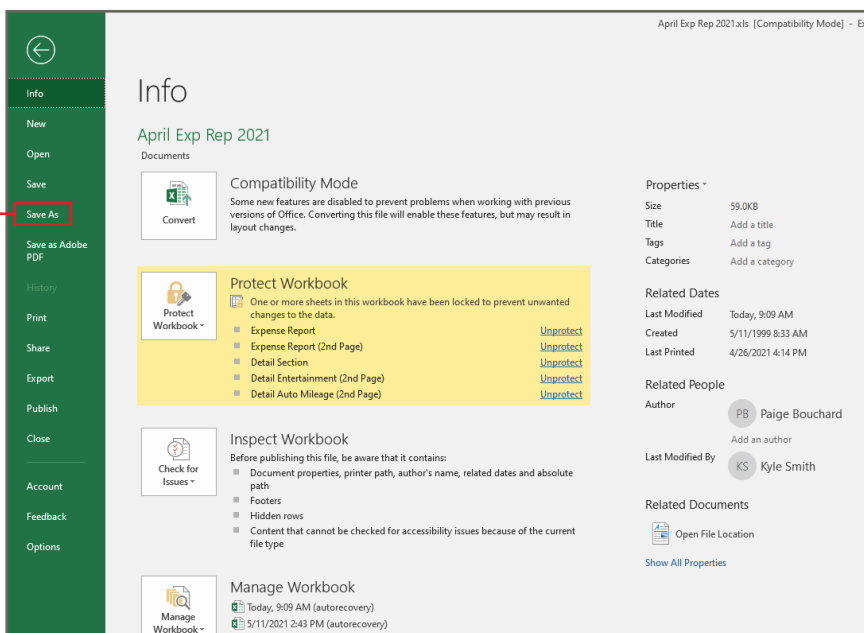
7 Click **File**



The screenshot shows the Microsoft Excel interface with the 'File' menu highlighted in the top ribbon. The ribbon includes options like Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Help, Acrobat, and Tell me what you want to do. The 'File' menu is the first tab on the left.

LINCOLN MILITARY HOUSING						
AUTO MILEAGE EXPENSE DETAIL						
DATE	PLACE (Name of Business)	BUSINESS PURPOSE	BEGINNING ADDRESS OR ODOMETER	ENDING ADDRESS OR ODOMETER	MILES	AMOUNT **
4/6/21	Edson 63184	Mileage for personal vehicle use	100322.1	100339.6	17.5	9.80
4/7/21	Edson 63184	Mileage for personal vehicle use	100350.2	100361.2	11	6.16
4/8/21	Edson 63184	Mileage for personal vehicle use	100371.8	100389.9	18.1	10.14
4/9/21	Edson 63184	Mileage for personal vehicle use	100400.5	100415.7	15.2	8.51
4/10/21	Edson 63184	Mileage for personal vehicle use	100426.3	100439.9	13.6	7.62
4/14/21	Edson 63184	Mileage for personal vehicle use	100450.5	100463.6	13.1	7.34
4/15/21	Edson 63184	Mileage for personal vehicle use	100474.2	100487.6	13.4	7.50
4/16/21	Edson 63184	Mileage for personal vehicle use	100498.2	100509.4	11.2	6.27
4/17/21	Edson 63184	Mileage for personal vehicle use	100520	100542.6	22.6	12.66
4/21/21	Edson 63184	Mileage for personal vehicle use	100553.2	100581.2	28	15.68
4/22/21	Edson 63184	Mileage for personal vehicle use	100591.6	100607.1	15.5	8.57
4/23/21	Edson 63184	Mileage for personal vehicle use	100617.7	100628.9	11.2	6.27
4/24/21	Edson 63184	Mileage for personal vehicle use	100639.5	100654.3	14.8	8.29
4/28/21	Edson 63184	Mileage for personal vehicle use	100684.9	100699.3	4.4	2.46
4/29/21	Edson 63184	Mileage for personal vehicle use	100679.9	100693.6	13.7	7.67
4/30/21	Edson 63184	Mileage for personal vehicle use	100704.2	100716.5	12.3	6.89

8 Click **Save As**



The screenshot shows the Microsoft Excel 'File' menu with the 'Save As' option highlighted. The menu includes options like Info, New, Open, Save, Save As, Save as Adobe PDF, History, Print, Share, Export, Publish, Close, Account, Feedback, and Options.

Info

April Exp Rep 2021

Documents

Compatibility Mode
Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.

Protect Workbook
One or more sheets in this workbook have been locked to prevent unwanted changes to the data.

- Expense Report [Unprotect](#)
- Expense Report (2nd Page) [Unprotect](#)
- Detail Section [Unprotect](#)
- Detail Entertainment (2nd Page) [Unprotect](#)
- Detail Auto Mileage (2nd Page) [Unprotect](#)

Inspect Workbook
Before publishing this file, be aware that it contains:

- Document properties, printer path, author's name, related dates and absolute path
- Footers
- Hidden rows
- Content that cannot be checked for accessibility issues because of the current file type

Manage Workbook

- Today, 9:09 AM (autorecovery)
- 5/11/2021 2:43 PM (autorecovery)

Properties

Size 59.0KB
Title Add a title
Tags Add a tag
Categories Add a category

Related Dates

Last Modified Today, 9:09 AM
Created 5/11/1999 8:33 AM
Last Printed 4/26/2021 4:14 PM

Related People

Author PB Paige Bouchard
Add an author
Last Modified By KS Kyle Smith

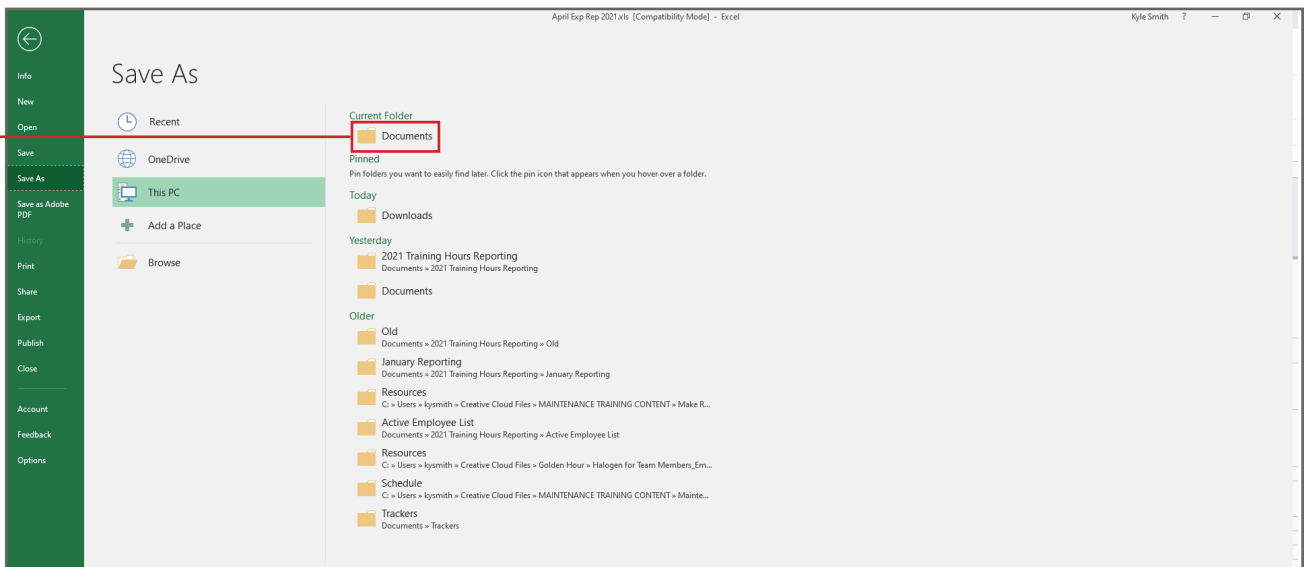
Related Documents

Open File Location
[Show All Properties](#)

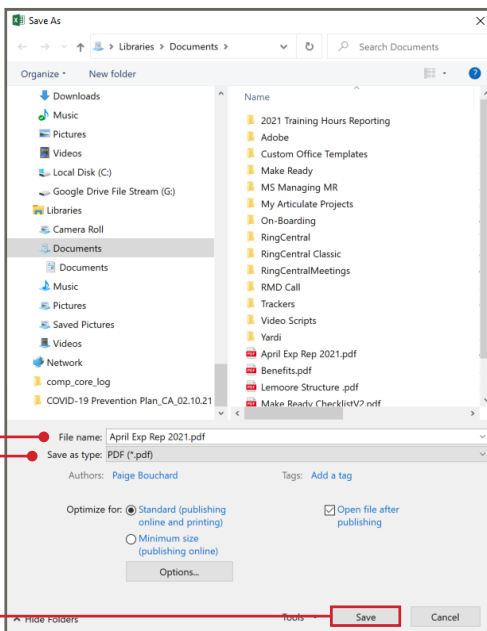
Mileage Detail

Follow the steps below for how to complete the Auto Mileage Expense Detail.

9 Click **Documents**



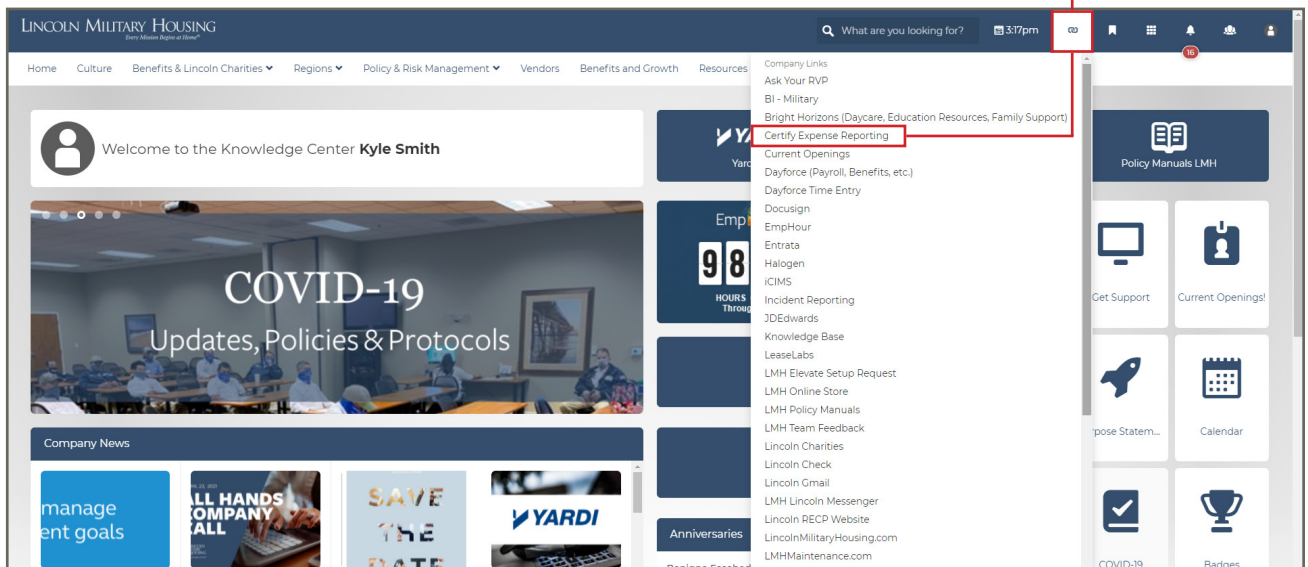
10 Enter your **File Name** > change the Save as type to **PDF** > click **Save**



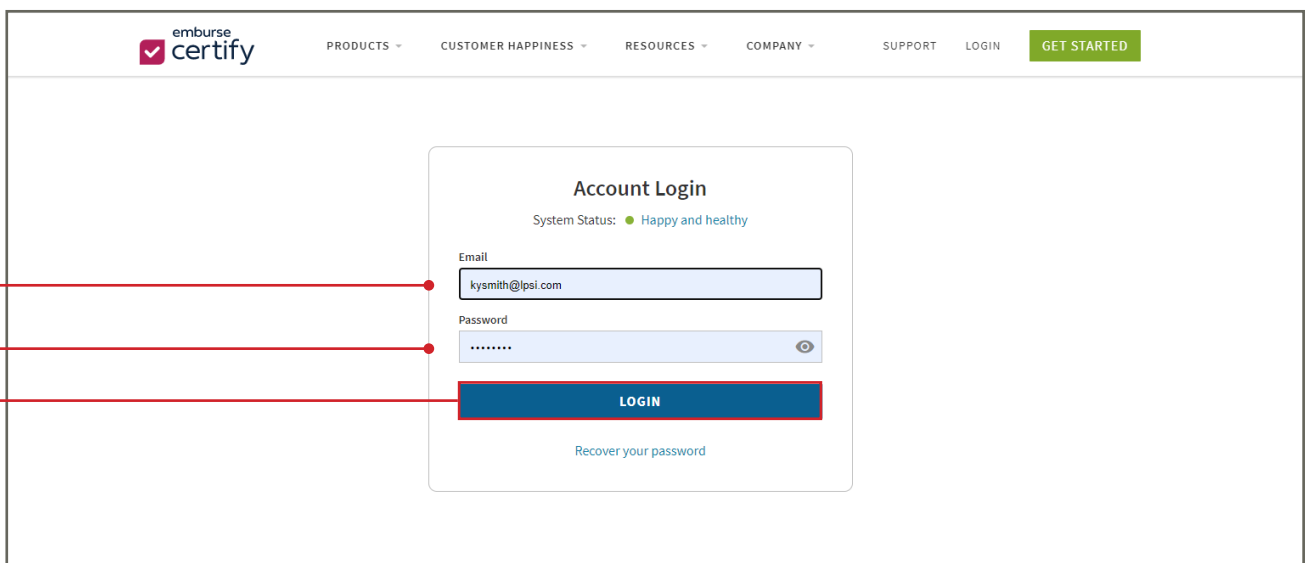
Monthly Mileage Reimbursement

Follow the steps below for how to submit a mileage reimbursement when using a personal vehicle.

- 1 Click the **Link** icon on the KC > **Certify Expense Reporting**



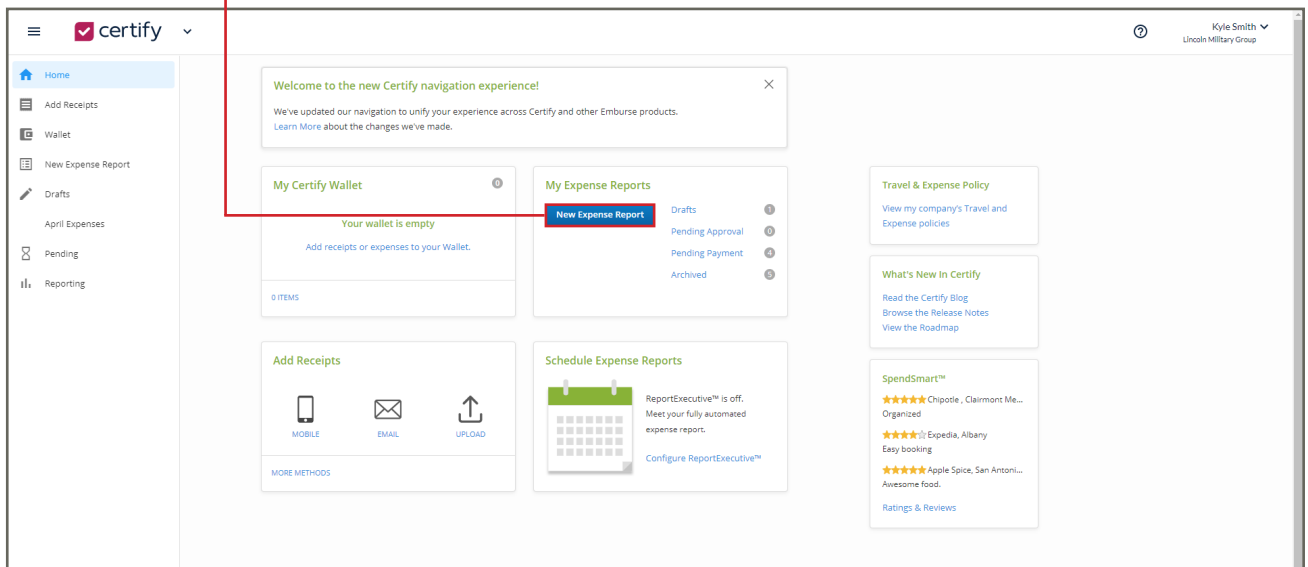
- 2 Enter your **Email** > **Password** > click **Login**



Monthly Mileage Reimbursement

Follow the steps below for how to submit a mileage reimbursement when using a personal vehicle.

3 Click **New Expense Report**



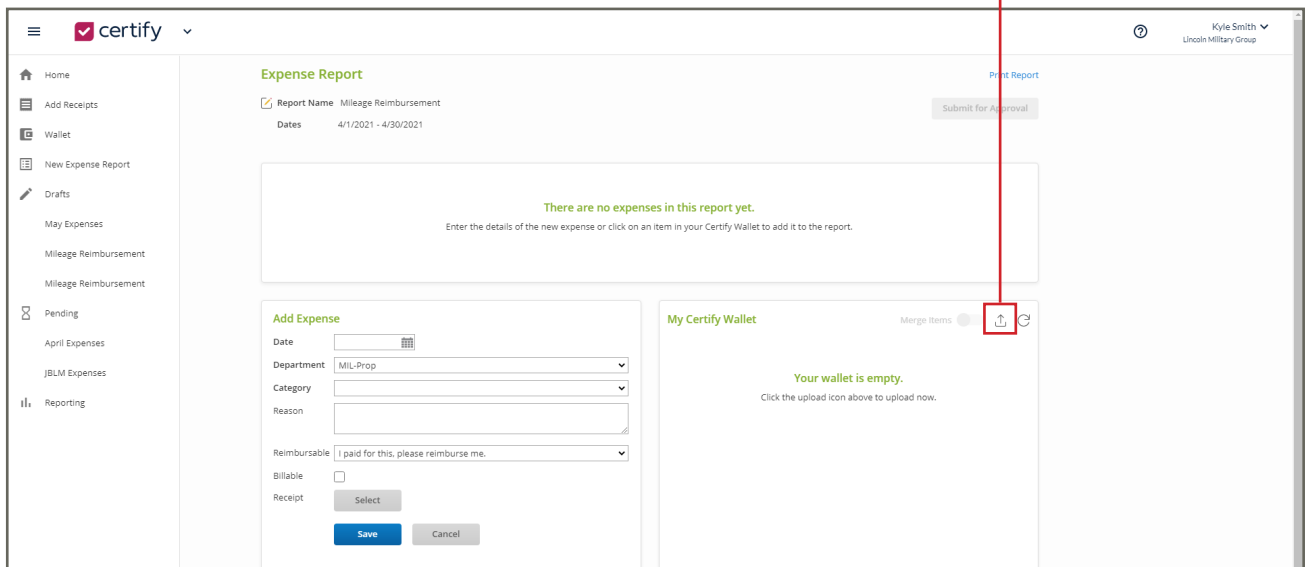
4 Enter your **Expense Report Name > Start Date > End Date > Description** > click **Next**

The screenshot shows the 'Create a New Expense Report' form. The title is 'Create a New Expense Report' and the subtitle is 'Enter expense report information'. The form contains the following fields: 'Expense Report Name' (with the value 'Mileage Reimbursement'), 'Billable to Client' (a checkbox), 'Start Date' (with the value '4/1/2021' and a calendar icon), 'End Date' (with the value '4/30/2021' and a calendar icon), and 'Description' (with the value 'Monthly mileage reimbursement for personal use vehicle while at work'). A red line connects the sidebar item 'New Expense Report' to the 'Next' button at the bottom of the form. The sidebar on the left now includes 'May Expenses', 'Mileage Reimbursement', 'Pending', 'April Expenses', and 'JBLM Expenses' in addition to the previous items. The user's name 'Kyle Smith' and organization 'Lincoln Military Group' are visible in the top right corner.

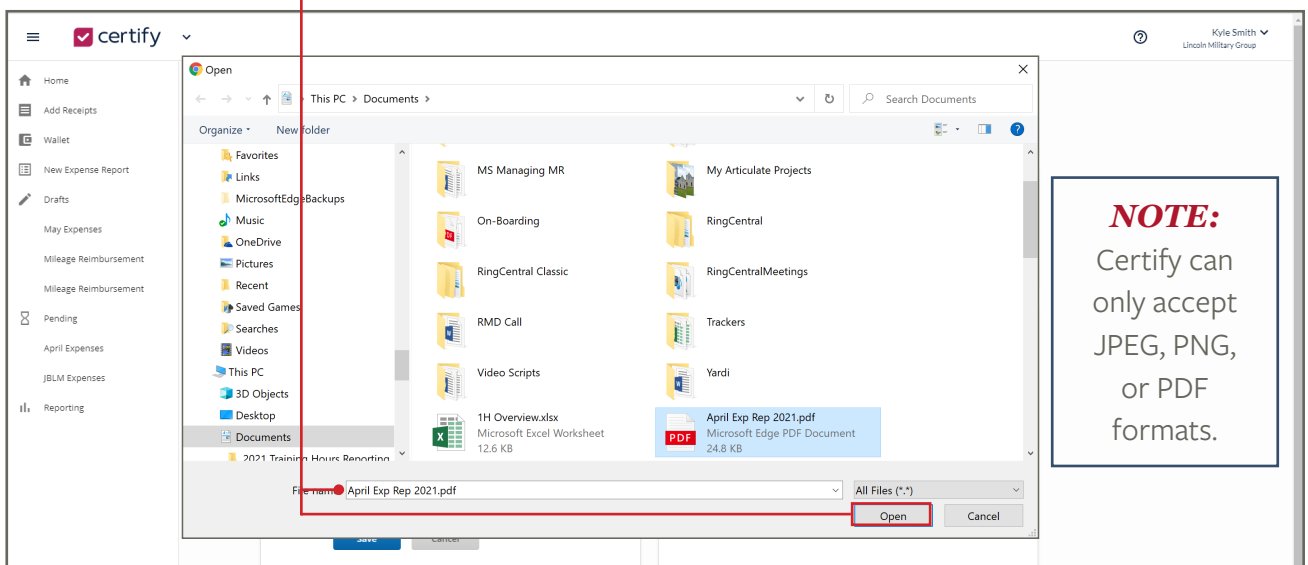
Monthly Mileage Reimbursement

Follow the steps below for how to submit a mileage reimbursement when using a personal vehicle.

- 5 Click the **Upload** icon



- 6 Select your completed **Expense Report** > click **Open**



Monthly Mileage Reimbursement

Follow the steps below for how to submit a mileage reimbursement when using a personal vehicle.

7 Click **Add**

The screenshot shows the 'certify' web application interface. On the left is a navigation menu with options: Home, Add Receipts, Wallet, New Expense Report, Drafts, May Expenses, Mileage Reimbursement, Mileage Reimbursement, Pending, April Expenses, JBLM Expenses, and Reporting. The main content area is titled 'Expense Report' and shows 'Report Name: Mileage Reimbursement' and 'Dates: 4/1/2021 - 4/30/2021'. A message states: 'There are no expenses in this report yet. Enter the details of the new expense or click on an item in your Certify Wallet to add it to the report.' Below this is the 'Add Expense' form with fields for Date, Department (MIL-Prop), Category, Reason, Reimbursable (I paid for this, please reimburse me.), Billable, and Receipt. There are 'Save' and 'Cancel' buttons. To the right is the 'My Certify Wallet' section with a table header: Date, Category, Description, Amount. A red box highlights the 'Add' button in the wallet section.

8 Click the **Edit** icon

The screenshot shows the 'certify' web application interface after an expense has been added. The 'Expense Report' section now shows 'Report Name: Mileage Reimbursement' and 'Dates: 4/1/2021 - 4/30/2021'. A 'Submit for Approval' button is visible. Below the message is an 'Expenses' table with the following data:

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input checked="" type="checkbox"/>	5/7/2021	MIL-Prop	Unknown	<input checked="" type="checkbox"/>	0.00	Yes	No		

Below the table are summary rows: 'Total Non-Reimbursable \$0.00' and 'Total Reimbursable \$0.00'. The 'Add Expense' form is still present. The 'My Certify Wallet' section now shows a message: 'Your wallet is empty. Click the upload icon above to upload now.' A red box highlights the 'Edit' icon (a pencil) in the 'Details' column of the first expense row.

Monthly Mileage Reimbursement

Follow the steps below for how to submit a mileage reimbursement when using a personal vehicle.

- 9 Fill in the **Required Fields (A-H)** > click **Save**

Expense Report

Report Name: Mileage Reimbursement
Dates: 4/1/2021 - 4/30/2021

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input checked="" type="checkbox"/>	5/7/2021	MIL-Prop	Unknown	<input checked="" type="checkbox"/>	0.00	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Reimbursable					\$0.00				

Edit Expense

A Date: 5/7/2021
B Department: MIL-Prop
C Category: Mileage Reimbursement (MP)
D MIL-Prop: EDSON DISTRICT- 63184
E From: 310 Ellis Blvd, Oceanside, CA 92058
F To: 310 Ellis Blvd, Oceanside, CA 92058
G Miles: 235.4
Round Trip: ☐ Add Segment
Reason: Monthly mileage reimbursement for personal use vehicle while at work.
H Reimbursable: ☒ I paid for this, please reimburse me.
Billable: ☐
Receipt: ☐
Buttons: Change, Save, Cancel

Receipt Image

1 of 1
Automatic Zoom

Lincoln Military Group
MILEAGE REIMBURSEMENT
DATE: 5/7/2021
MILES: 235.4
TOTAL: \$0.00

- A Date - Enter the **Expense Report Date**
- B Department - Select **MIL-Prop**
- C Category - Select **Mileage Reimbursement (MP)**
- D MIL-Prop - Select your **Business Unit**
- E From - Enter your **Business Unit Address**
- F To - Enter your **Business Unit Address**
- G Miles - Enter the **Total Miles** from your Detail Auto Mileage (2nd Page) spreadsheet
- H Reason - Enter “**Monthly mileage reimbursement for personal use vehicle while at work**”

Monthly Mileage Reimbursement

Follow the steps below for how to submit a mileage reimbursement when using a personal vehicle.

10 Click **Submit for Approval**

The screenshot shows the 'Expense Report' form in the certify system. The left sidebar contains navigation links: Home, Add Receipts, Wallet, New Expense Report, Drafts, May Expenses, Mileage Reimbursement, Mileage Reimbursement, Pending, April Expenses, JBLM Expenses, and Reporting. The main content area is titled 'Expense Report' and includes a 'Print Report' link. Below the title, there's a section for 'Report Name' (Mileage Reimbursement) and 'Dates' (4/1/2021 - 4/30/2021). A red box highlights the 'Submit for Approval' button. Below this is a table of 'Expenses' with columns: Expense, Date, Department, Category, Details, Amount, Reim., Billable, Receipt, and Reason. The table shows one expense: 5/7/2021, MIL-Prop, Mileage Reimbursement (MP), with an amount of 131.82. Below the table, there are 'Total Non-Reimbursable' (\$0.00) and 'Total Reimbursable' (\$131.82). At the bottom, there's an 'Add Expense' section with fields for Date, Department, Category, Reason, Reimbursable, Billable, and Receipt. A 'My Certify Wallet' section on the right shows 'Your wallet is empty.' and a 'Merge Items' button.

11 Check the box “I certify this expense report is true and accurate” > click **Submit**

The screenshot shows the 'Submit Expense Report for Approval' form in the certify system. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Submit Expense Report for Approval' and includes a note: 'Please review your expense report details for accuracy. Upon submission your expense report will be sent to the approver you choose below.' Below this is a section for 'Expense Report Details' with fields for Submitter (Kyle Smith), Expense Report Name (Mileage Reimbursement), Dates (4/1/2021 - 4/30/2021), Non Reimbursable Total (\$0.00), Reimbursable Total (\$131.82), Total (\$131.82), Approver (Luis Lopez), and Comments (optional). A red box highlights the 'Submit' button. A red line connects the 'Submit' button to step 11. A 'NOTE:' box on the right says: 'Please ensure the correct approver is listed before submitting.'

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a template for writing or drawing. The margins are consistent on all sides.

