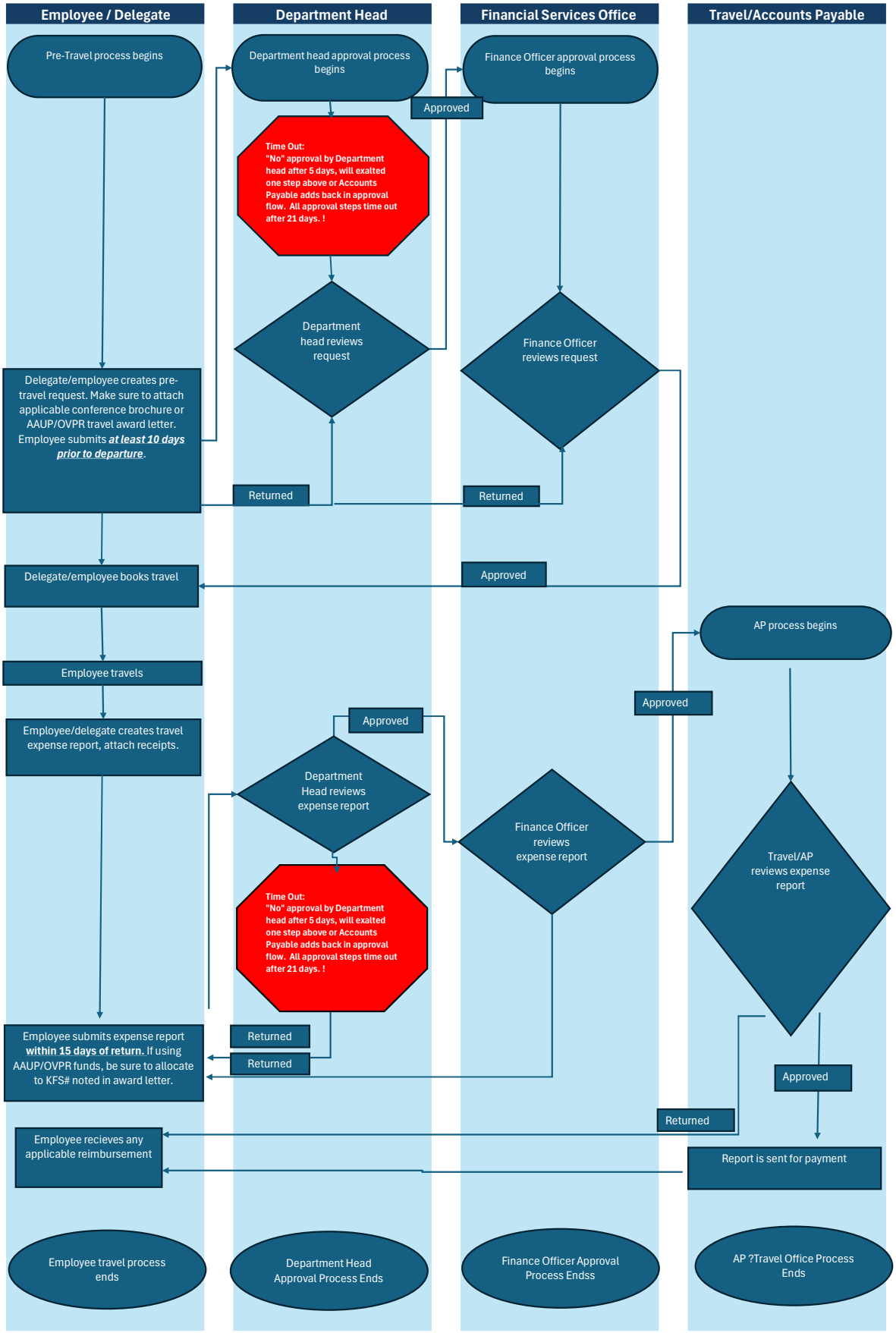University's Travel Expense & Approval Flow Chart