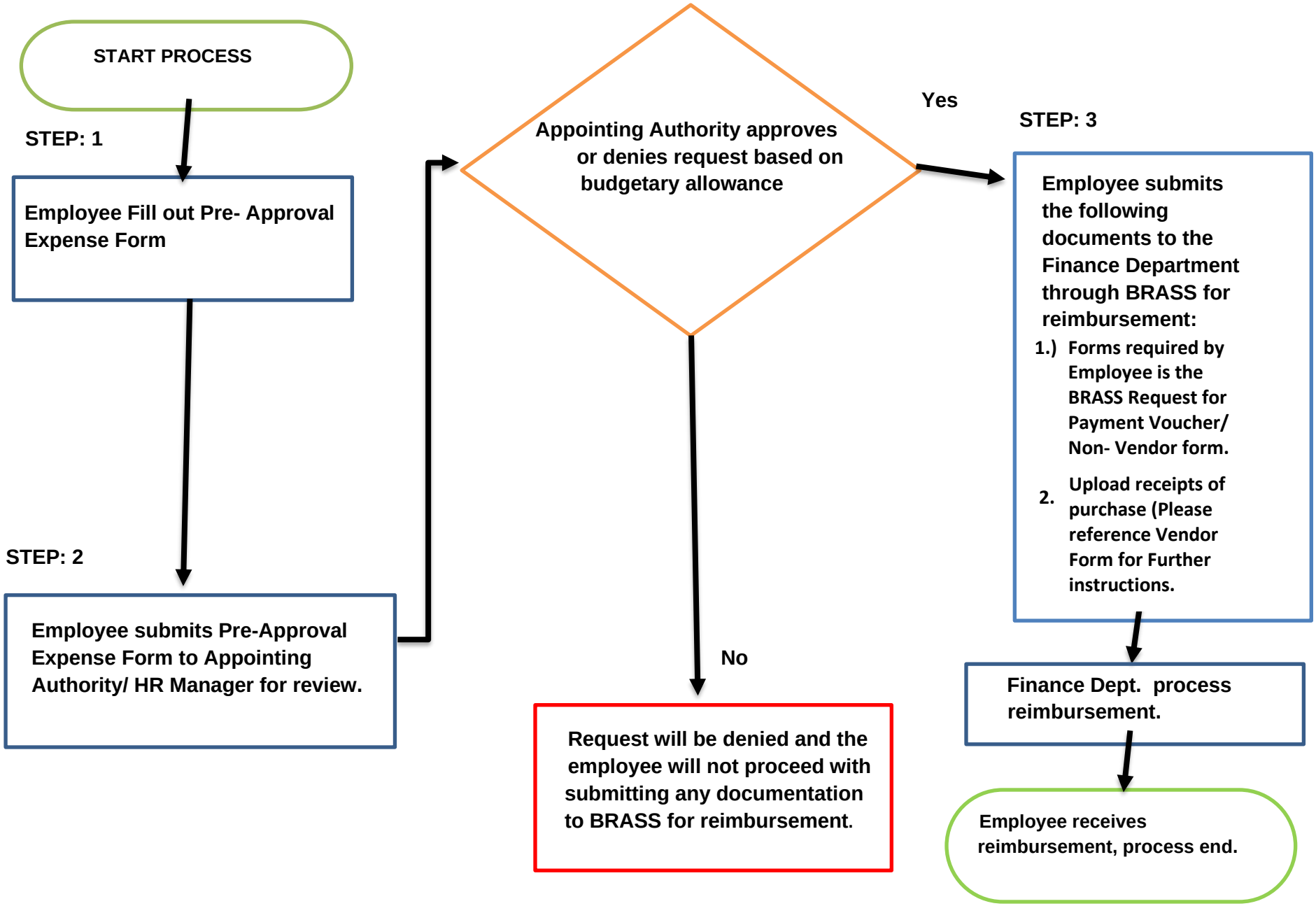Employee Expense Reimbursement Flowchart