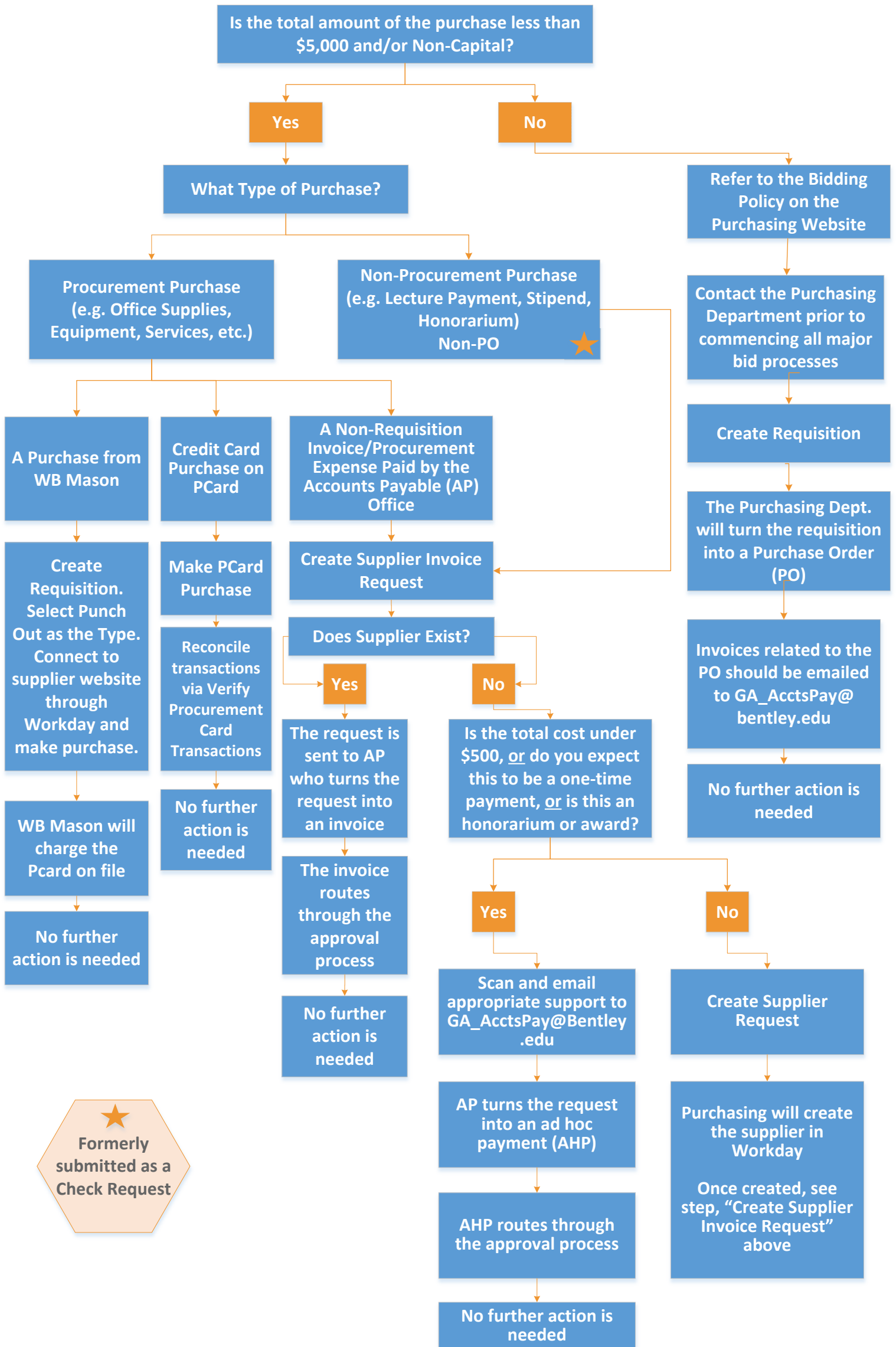


**Note:** If the expense is related to employee travel or other reimbursable expense, please refer to the Travel and Other Expense Workflow.



★ Formerly submitted as a Check Request