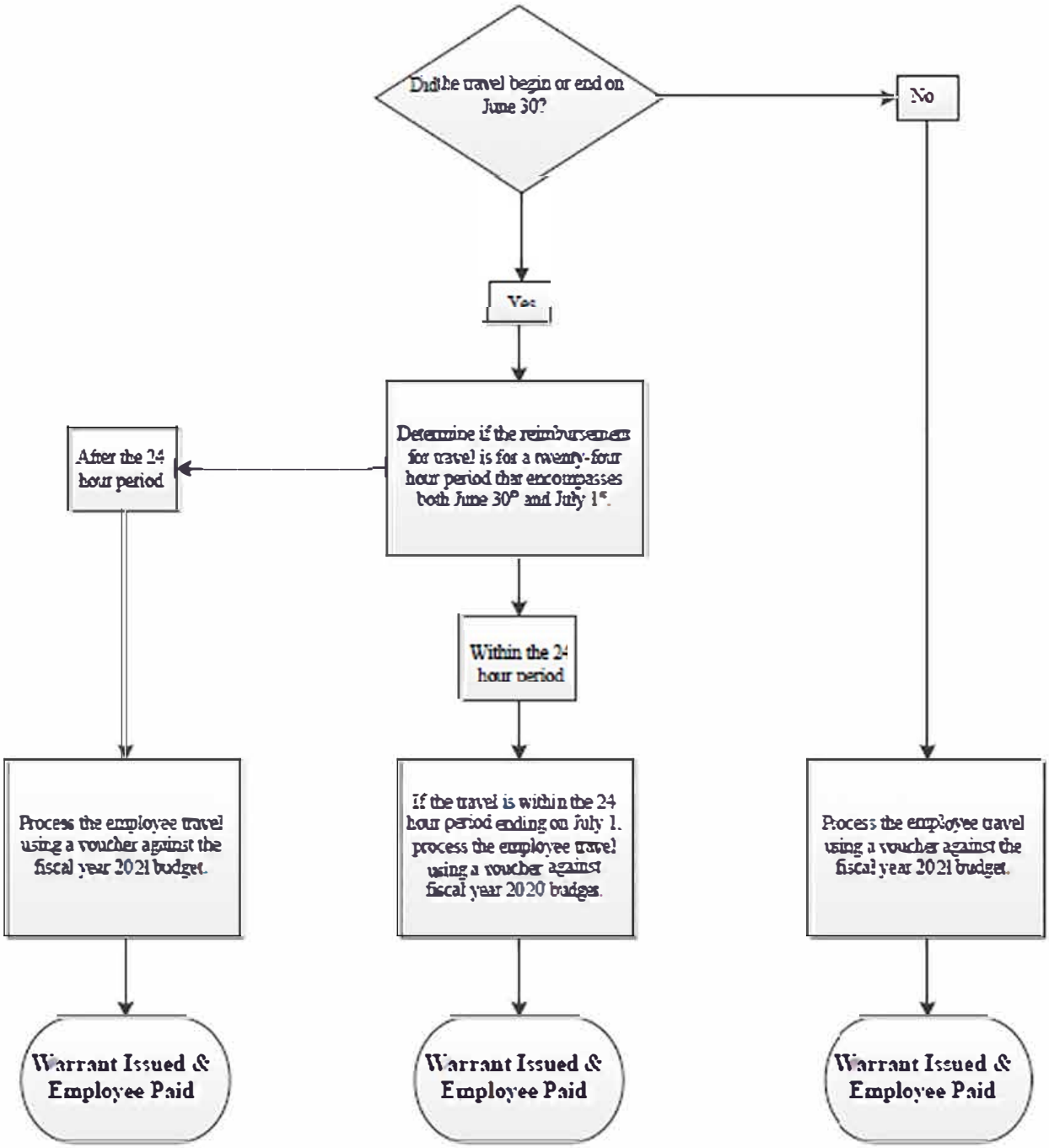YEAR- END TRAVEL REIMBURSEMENT PROCESS