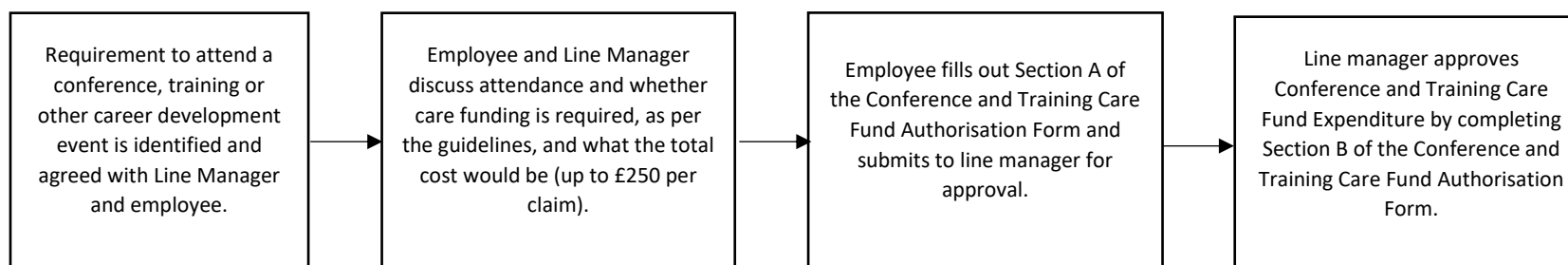
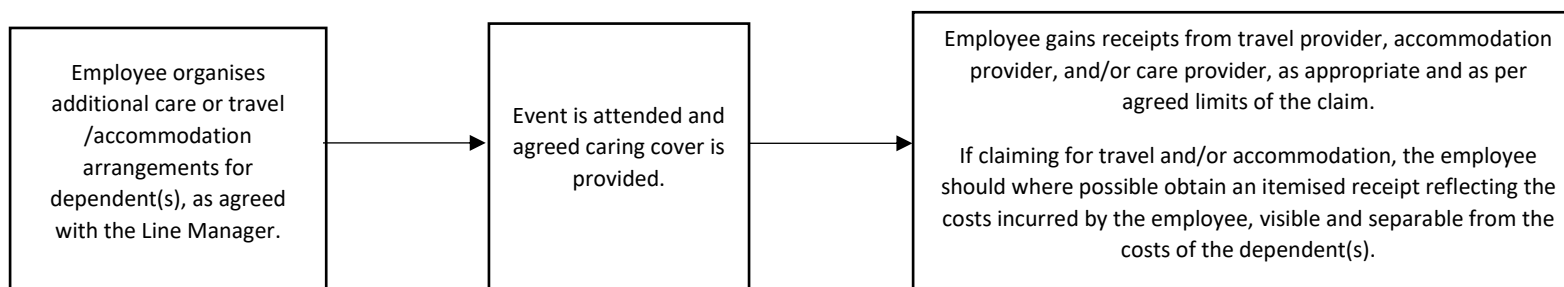


1. Gaining Authorisation



2. Obtaining Receipts



3. Completing Expenses Form

