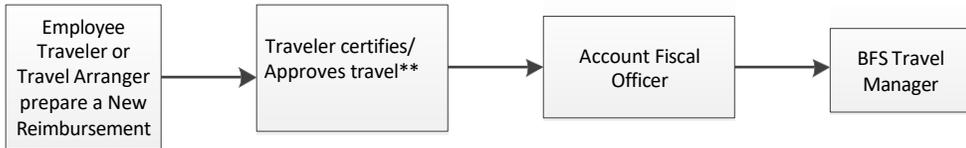


Travel Reimbursement (TR) – Employee Travel



Travel Reimbursement (TR) – Non-Employee Travel



****When the travel arranger prepares the TR, it will not route to the traveler to certify travel. The Travel Arranger will certify the travel for the non-employee.**