

APPROVAL PROCEDURES A 5-STEP PROCESS



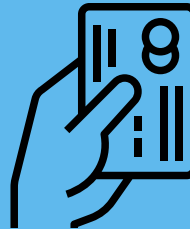
1

COMPLETE A
CHROME RIVER
PRE-APPROVAL
REPORT



2

RESERVE A
STOCKTON
VEHICLE IF
REQUIRED OR
DESIRED



3

ONCE YOUR
PRE-APPROVAL
HAS BEEN
APPROVED,
EXPENSES CAN
BE CHARGED



4

COLLECT ALL
RECEIPTS



5

IF A
REIMBURSEMENT
IS REQUESTED,
COMPLETE A
CHROME RIVER
EXPENSE REPORT
UPON YOUR
RETURN