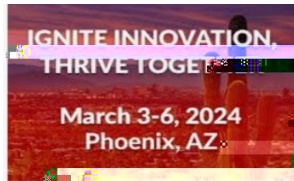




## Pre-Approval

Pre-Approval is required for all overnight travel prior to the departure of the trip. The Business Travel Request Form (BTRF) must be submitted to the Business Travel Request (BTR) team at least 30 days before the departure date. The BTR team will review the request and provide a response within 5 business days. If the request is approved, the traveler will receive a Pre-Approval letter from the BTR team. If the request is denied, the traveler will receive a denial letter from the BTR team. Travelers should not book travel until they have received a Pre-Approval letter from the BTR team.

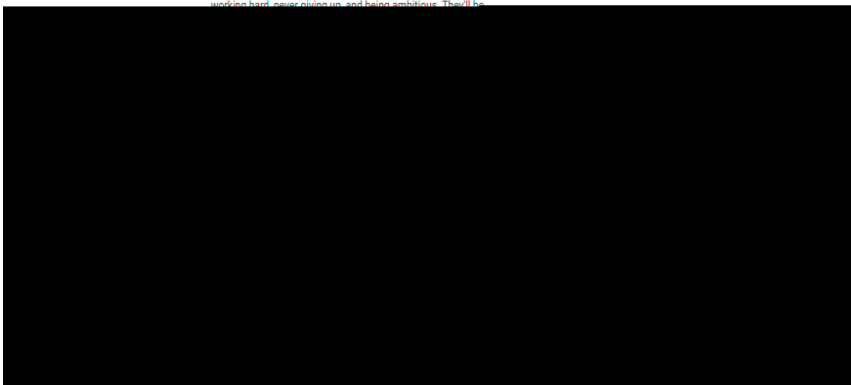
Travelers should not book travel until they have received a Pre-Approval letter from the BTR team. The BTR team will review the request and provide a response within 5 business days. If the request is approved, the traveler will receive a Pre-Approval letter from the BTR team. If the request is denied, the traveler will receive a denial letter from the BTR team. Travelers should not book travel until they have received a Pre-Approval letter from the BTR team.



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## Receipts

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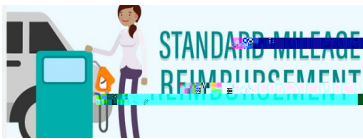
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