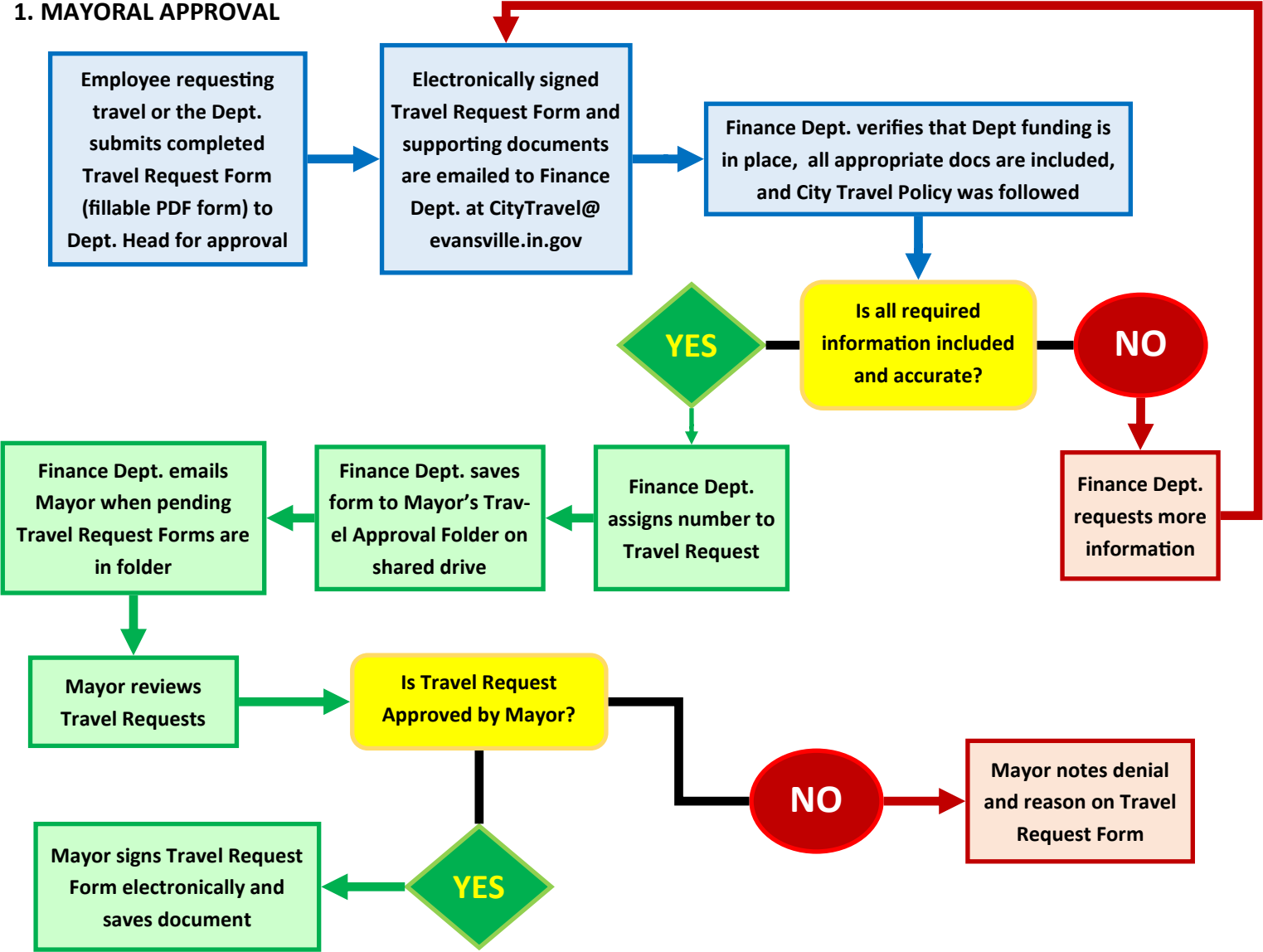
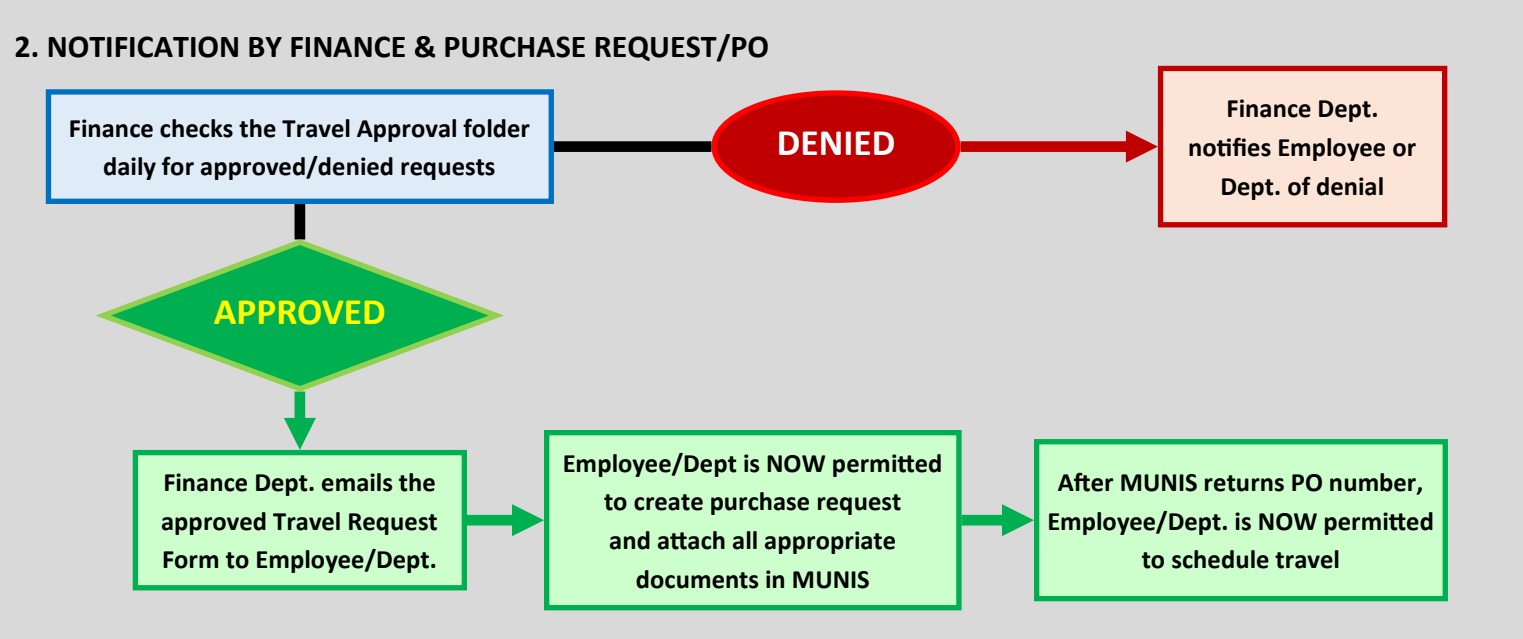


CITY OF EVANSVILLE TRAVEL REQUEST PROCESS

1. MAYORAL APPROVAL



2. NOTIFICATION BY FINANCE & PURCHASE REQUEST/PO



3. REIMBURSEMENT FOR EXPENSES

