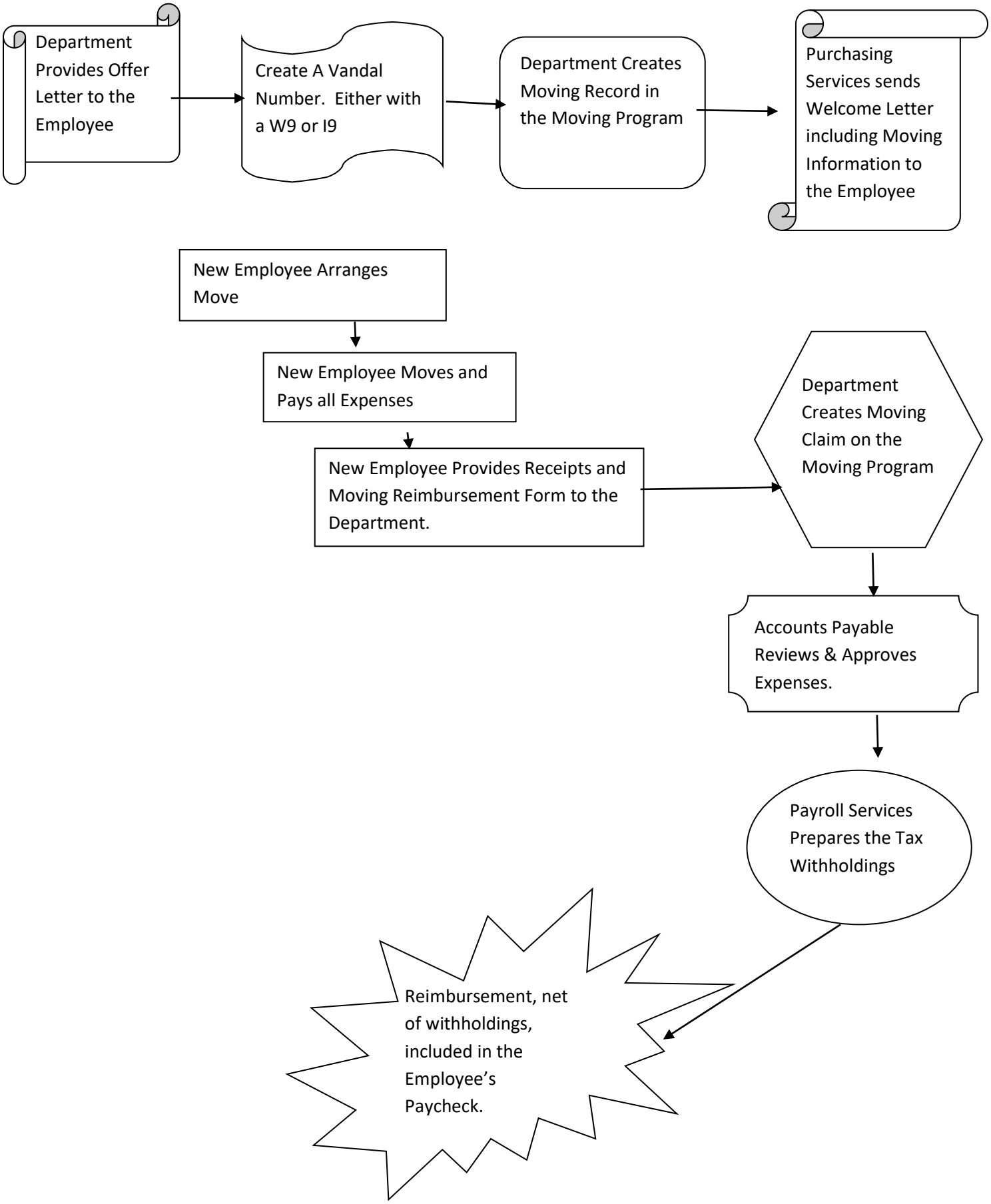Employee Moving Reimbursement Process