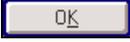
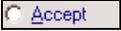
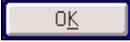
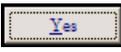


Completing a Travel Claim as a Proxy

1.	Enter the desired information into the User ID field. Enter a valid value, e.g. " 1234657 ".
2.	Press [Tab] .
3.	Enter the desired information into the Password field. Enter a valid value, e.g. " abcd1234 ".
4.	Click the OK button. 
5.	Click the Accept option. 
6.	Click the OK button. 
7.	Click the Log in as menu. 
8.	Click the Proxy option. 
9.	Click the Fill Out... button. 
10.	Click the Request for Settlement option. 
11.	Enter the desired information into the Name field. Enter a valid value, e.g. " mouse ".
12.	Double-click the name .
13.	Enter the desired information into the TONO field. Enter a valid value, e.g. " 1105123abc123000 ".
14.	Click the OK button. 
15.	Once you have completed this portion, complete a the travel claim as an original claim. After completing the travel claim, you must click the " Send to Traveler " button or the travel claim will stay in the Proxy's control. Click the Yes button. 
16.	Congratulations for completing the Completing a Travel Claim as a Proxy tutorial. Click the icons below to view in depth policies and procedures. End of Procedure.