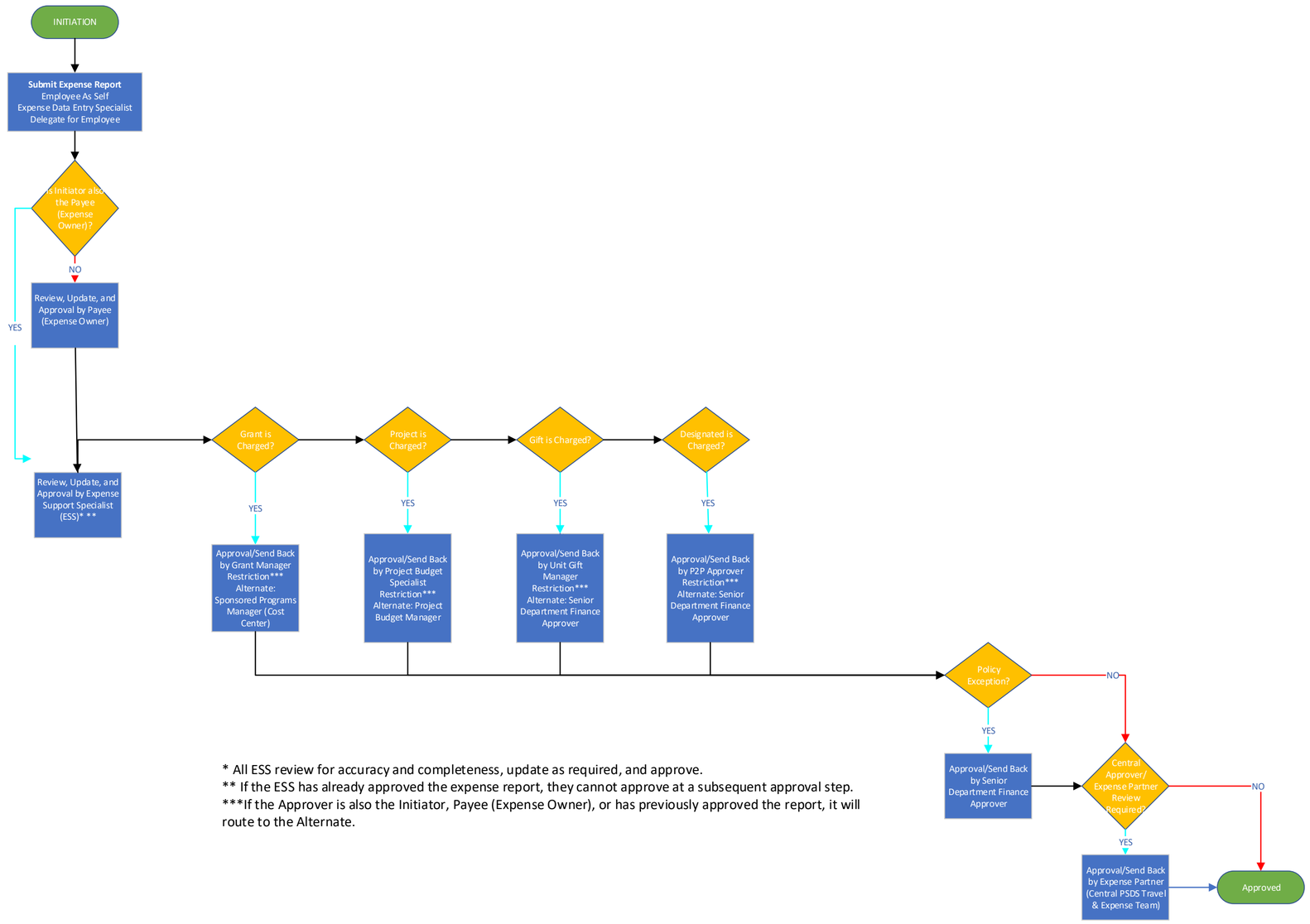

* All ESS review for accuracy and completeness, update as required, and approve.
** If the ESS has already approved the expense report, they cannot approve at a subsequent approval step.
***If the Approver is also the Initiator, Payee (Expense Owner), or has previously approved the report, it will route to the Alternate.