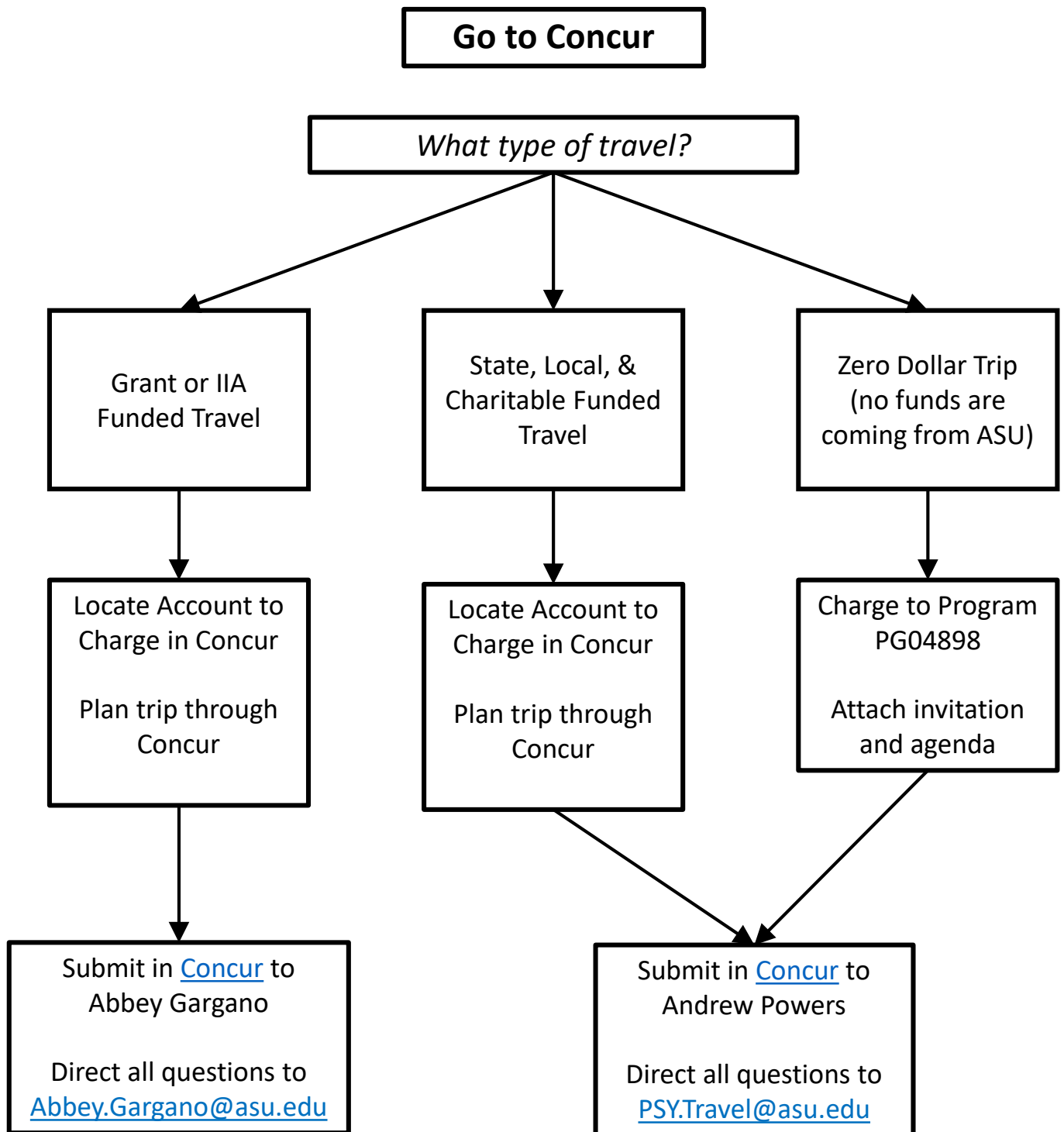


# PSY Travel Quick Reference Guide

*This guide is designed to help determine the process to request travel approval*



Submit at least 10 business days prior to booking or purchasing anything