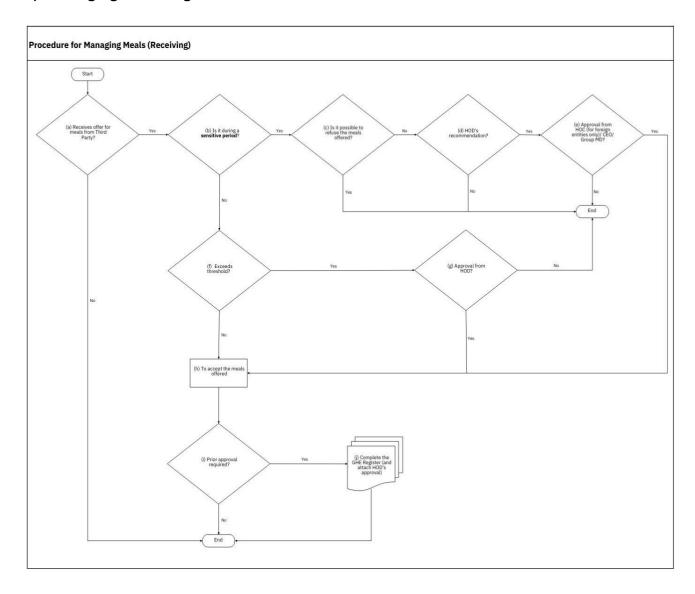


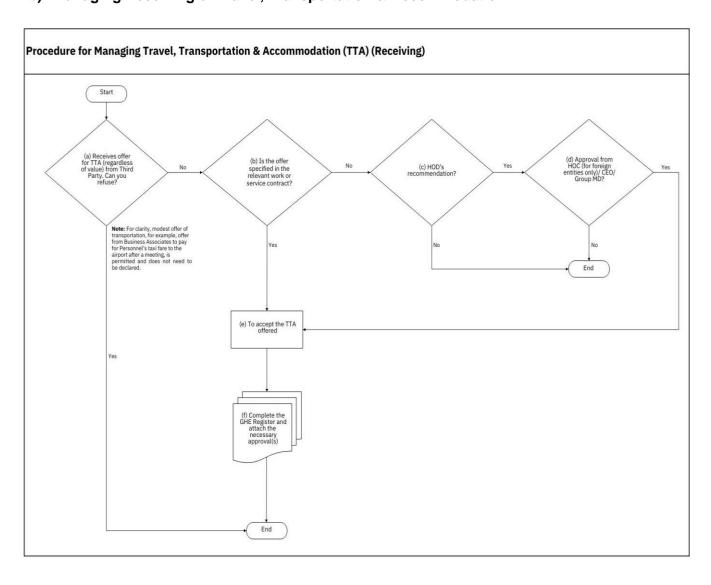
## **Appendix B: Hospitality and Entertainment Declaration Process** (Receiving) Flowchart for Employees

## a) Managing Receiving of Meals





## b) Managing Receiving of Travel, Transportation & Accommodation





## c) Managing Receiving of Entertainment

