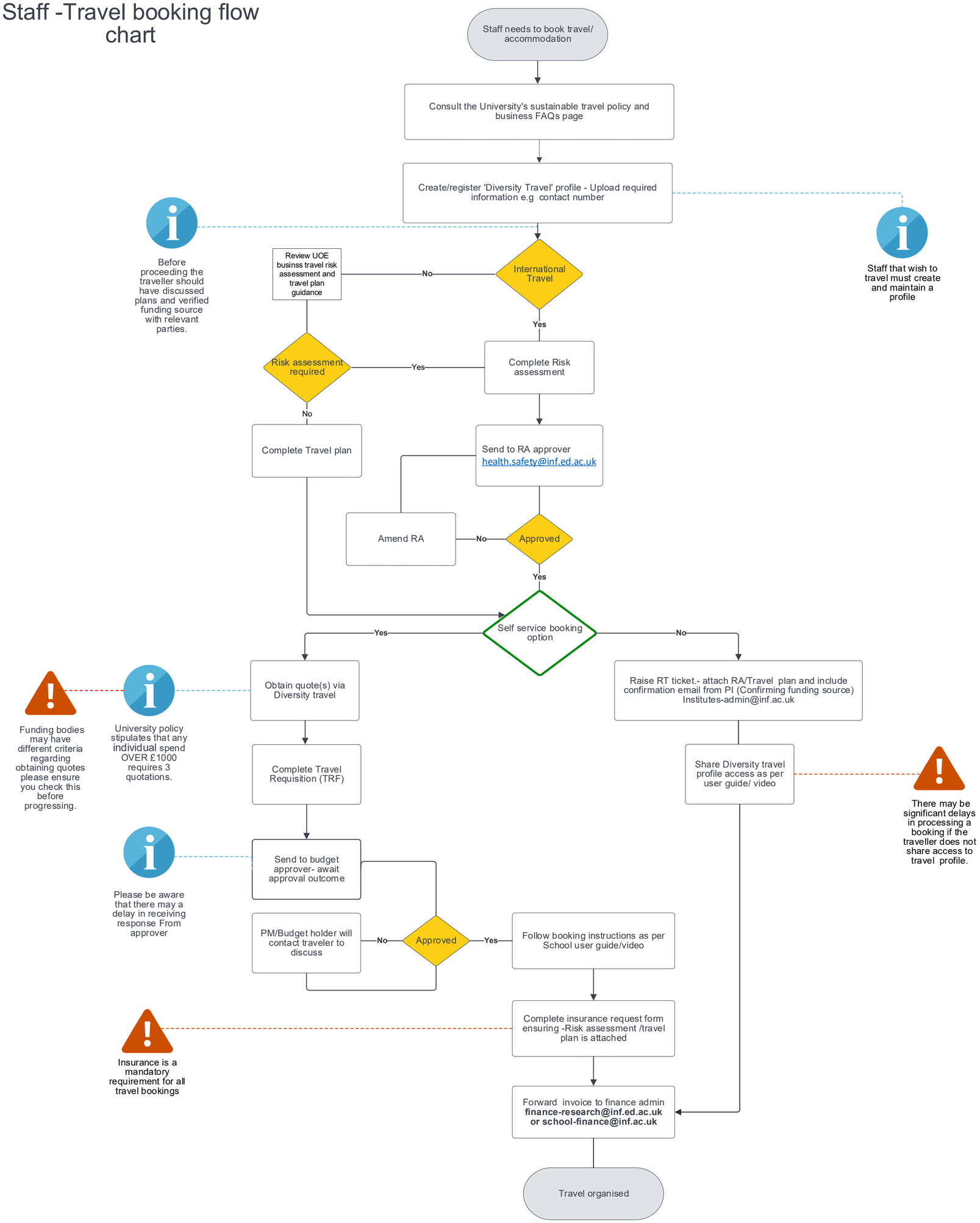Staff -Travel booking flow chart