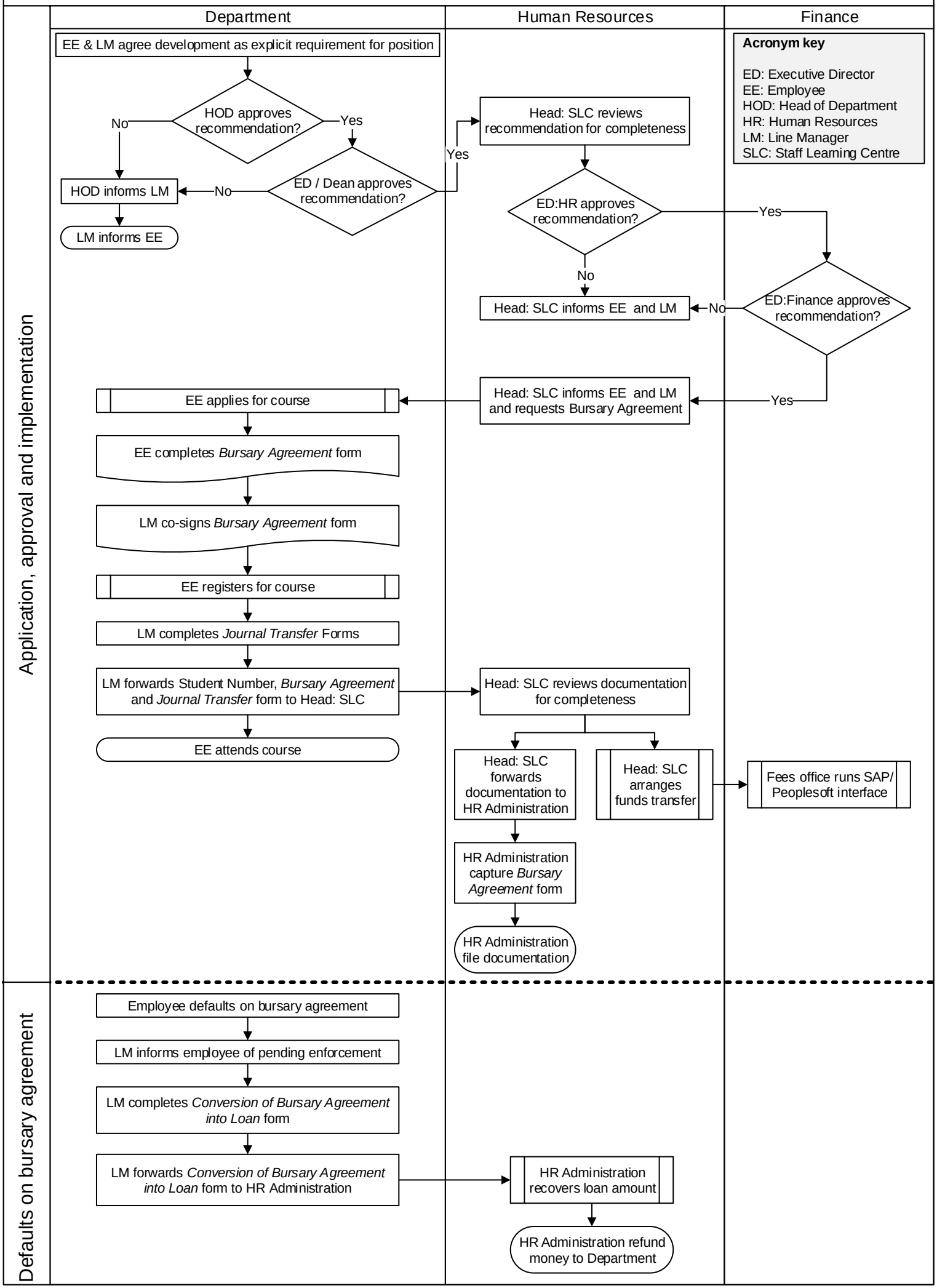Process Flow: Payment of Staff Tuition Rate on behalf of employee