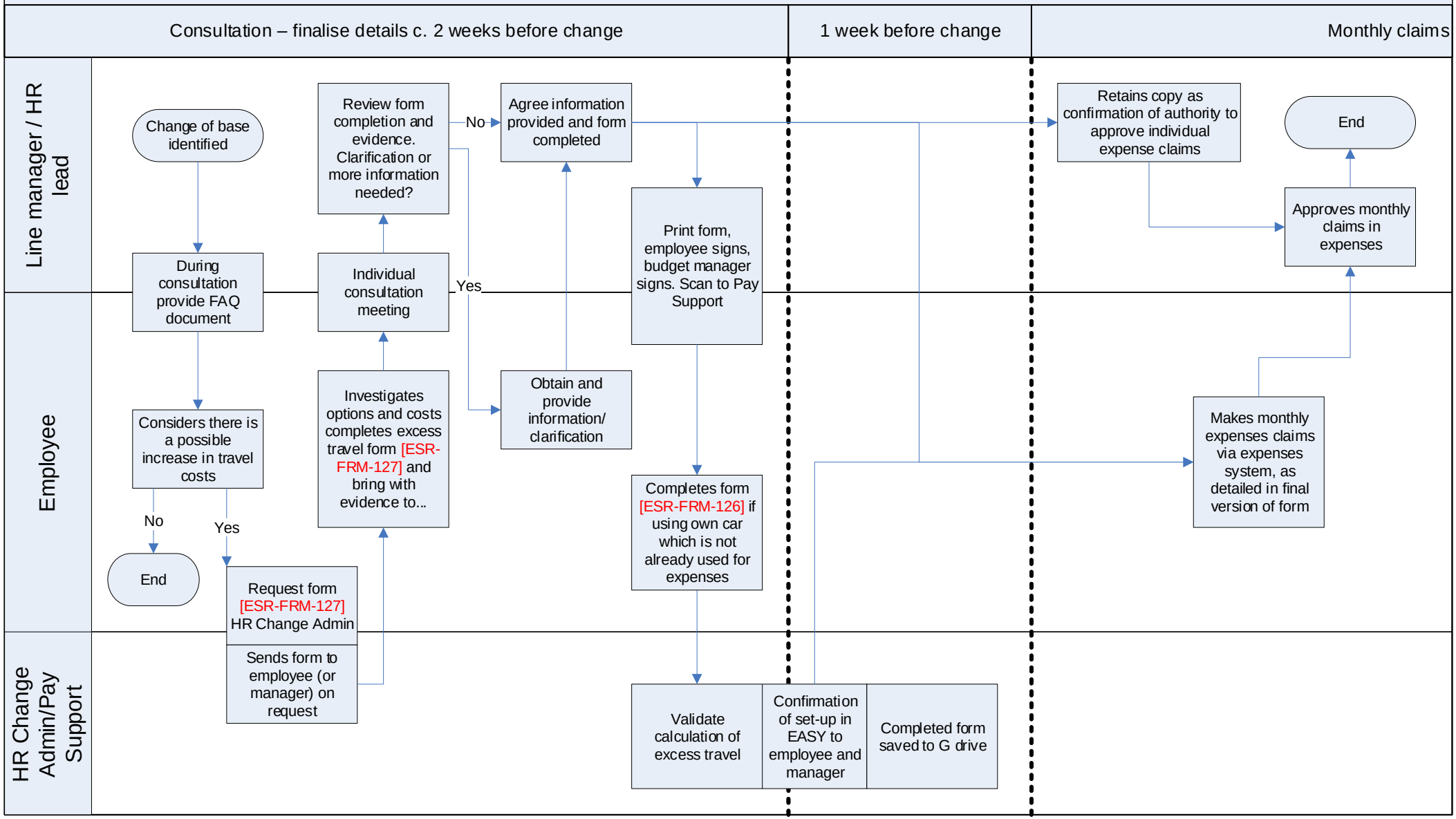Excess travel – application, approval and claim