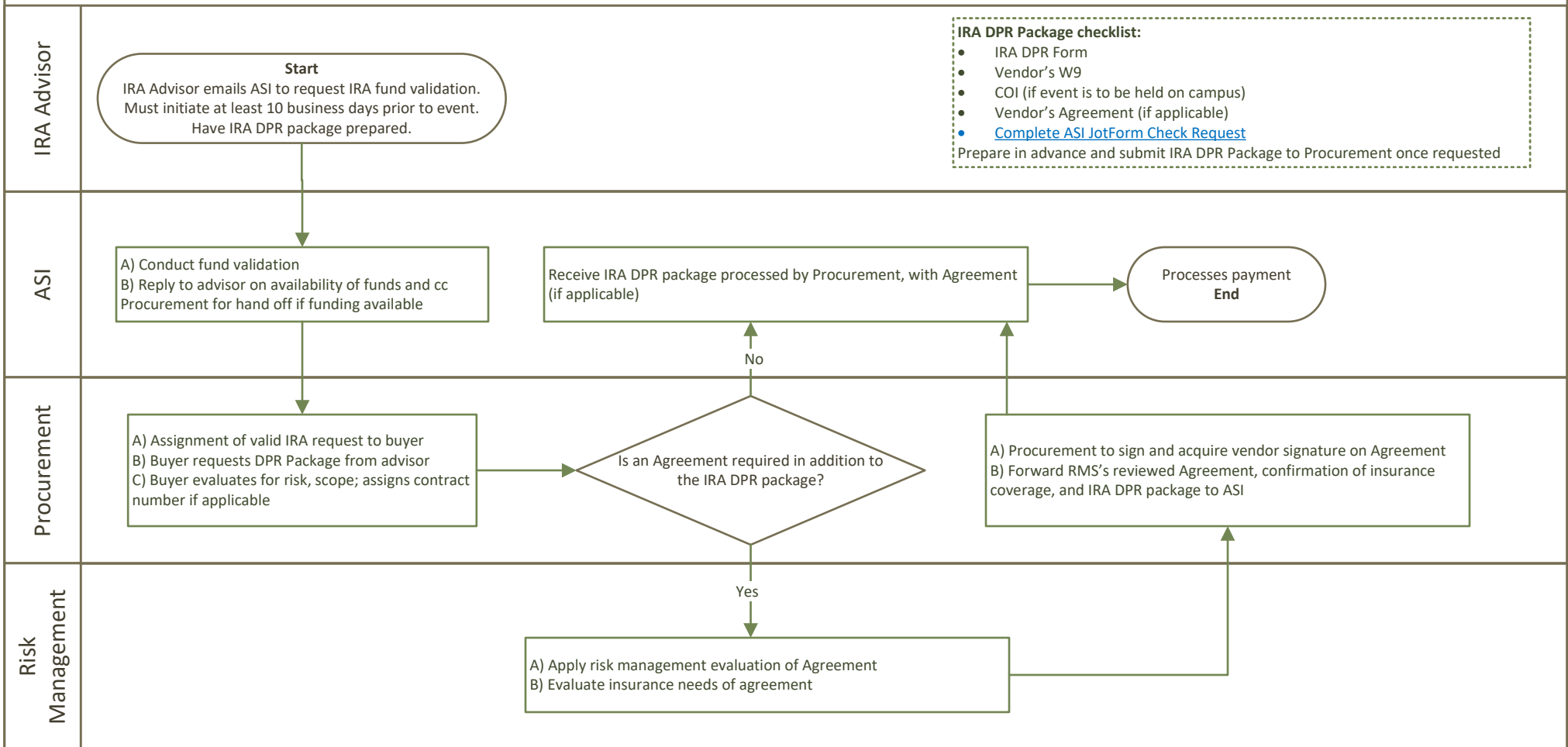


Instructionally Related Activities (IRA) Process Map for Payments



If not received 10 business days prior to the event, require IRA Advisor to provide a memo with appropriate leadership justification and signatures.

Send email notification to Sebastian Head with IRA Advisor's contact information (Nicole Lack serves as Sebastian's backup).