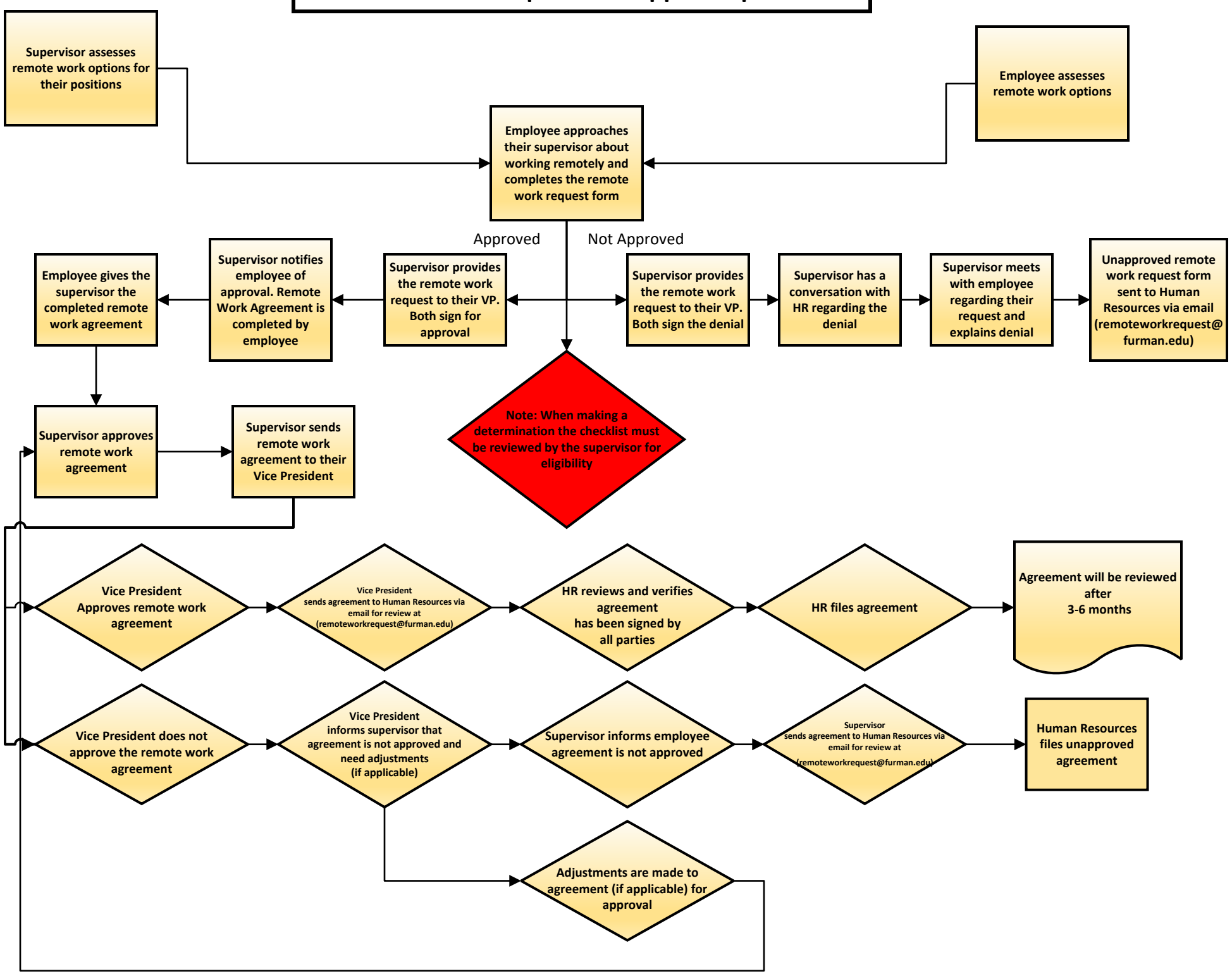# Remote work request and approval process