

Phase	Duration	Activities
Phase 1	10 days	Initial assessment and data collection
Phase 2	10 days	Intervention implementation
Phase 3	10 days	Follow-up and evaluation



Employee ID: _____

Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc.	Total
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JL Elias

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the JL Elias text.

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