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Traveler Information

Student's Name: _____

Student's E-Mail _____

Department Sponsoring Travel: _____

Total Dollar Amount to be reimbursed: _____

I _____, representative for UNC-CH's department of _____ hereby certify that _____ whose travel is related to official state business as indicated below.

	To enhance the visibility of a department or program to its peers and/or future or current customers
	To exchange information and knowledge relevant to improving the services of this department or program.
	To enhance skills relevant to improving volunteer services that are used to support a department or program.
	To provide for other activities in support of this department or program (describe below).

Signatures

Student:	_____	_____
	Signature	Date
Dean/Department Head/Director :	_____	_____
	Signature	Date

* Please include this signed agreement when you send reimbursement documentation via ImageNow to Web Travel for all student/nonemployee reimbursements.