



1503.1.2f Student Non-Employee Travel Agreement

Traveler Information

Student's Name: _____

Student's E-Mail: _____ PID Number: _____

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.

| | |
|--------------------------|--|
| <input type="checkbox"/> | To enhance the visibility of a department or program to its peers and/or future or current customers |
| <input type="checkbox"/> | To exchange information and knowledge relevant to improving the services of this department or program. |
| <input type="checkbox"/> | To enhance skills relevant to improving volunteer services that are used to support a department or program. |
| <input type="checkbox"/> | 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.