



## % \$%&%Z!`Gh XYbhBcb!9a d`cmYY Travel Agreement

### 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.