



**The University of North Carolina
at
Chapel Hill**

Travel Agreement

The following agreements relate to all travel activities undertaken while traveling for the University of North Carolina at Chapel Hill:

I understand that any travel advance made by the University is a loan and that I am personally responsible for all monies so advanced to me. I understand that I have up to ten days following completion of the trip to repay the advance. If a travel advance is obtained and the trip for which the advance was made is not taken, I agree to repay the advance immediately. In the event I fail to repay the amount of the advance, then I agree that the University may deduct the amount from the next check due to me.

Under the penalties of perjury, I certify that all information I shall supply on any and all travel documents will be true and accurate. I further certify that all expenses and allowances will be incurred in the service of the State and that I will not claim reimbursement for expenses paid or to be paid by another organization. Unless I have marked out this sentence, I voluntarily give permission to the University to deposit electronically my travel reimbursement to the bank account I use for Payroll direct deposit or another bank account I have indicated on form TR-3 Direct Reimbursement Deposit Authorization.

I hereby subscribe by my own hand and acknowledge that I have read the above carefully and agree to its terms and conditions.

Traveler:

Name (typed or printed)

Department Name

Signature

Date

Date

Please return to your department's Business
or Finance Office