

If you wish to designate a UM employee to reconcile your Travel Card charges AND attend training on your behalf, please FILL IN THE BLANK FIELDS of the following paragraph:

Due to extenuating or justifiable circumstances, I will be unable to attend an eBERF training session but wish to designate _____, UMID _____ to attend this training on my behalf. I understand that s/he will be responsible for reconciling my Travel Card charges in UMeNet, but I acknowledge that I will ultimately be held responsible for reconciling these Travel Card charges on time based on the Travel Card Cycle Schedule posted on the Travel website.

Print Your Name

Send this e-mail to: pcard.ap@miami.edu