

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 \_\_\_\_\_ Employee Name \_\_\_\_\_ , UMID \_\_\_ C-Number \_\_\_\_\_ 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.

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Print Your Name

Send this via e-mail to: [pcard.ap@miami.edu](mailto:pcard.ap@miami.edu)