



### Student Non-Employee Travel Agreement

#### Traveler Information

Student's Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

UNCG Employee: \_\_\_\_\_ Citizenship Status: \_\_\_\_\_

Department Sponsoring Travel: \_\_\_\_\_

#### The student travel is for University business and meets one of the following criteria (select one):

\_\_\_\_\_ Student travel is for the purpose of serving as a representative of The University of North Carolina at Greensboro, for the benefit of the University. Practice-based professional skill development is recognized as a critical outcome for UNCG's undergraduate and graduate students. Such skills include the delivery of clear and compelling presentations, successful execution of academic and scientific research, and effective dissemination of research results. Presentations at conferences, symposia, research fora, or meetings may be required for students completing UNCG coursework at the undergraduate and graduate levels. In addition, course requirements may include attendance at assigned events that have been identified due to their relevance to the specific course content and student learning goals.

Activities, including travel, which have been sponsored and approved by UNCG administrators, are part of the University's business as defined by the current mission, which includes preparing students for meaningful lives and engaged citizenship. Participation in authorized co-curricular activities promotes holistic learning, development of skills, and exposure to experiences which further the development and learning of the student. The University's business is also enhanced when students travel and support the reputation of the institution through research, presentation, attendance, and presence at off-site activities, events, programs, conferences, competitions, and similar.

-OR-

\_\_\_\_\_ **The student travel does not meet any of the business purpose criteria listed above – taxable.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head/Dean/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_