

Appendix B. Traveler Acknowledgement Form



*Administration and Finance*

**Traveler Acknowledgement Form**

I, \_\_\_\_\_ (traveler's full name), acknowledge that I have read and been informed about the content, requirements, and expectations of the University of Guam's Travel Policy revised and adopted on February 13, 2019. As a University citizen governed by this policy, I agree to abide by the policy guidelines and understand that non-compliance could result in restriction to future official travel and other administrative actions determined by my respective Dean/Director and/or VPAF in consultation with the SVP.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_