

UF Information Technology

720 SW 2nd Ave
Suite 250 North (32601)
PO Box 112099
Gainesville, FL 32611-2099
352-392-7449
<https://it.ufl.edu>

To Whom It May Concern:

This agreement is to notify the UFIT Business Center that an airfare voucher was supplied and added to my personal travel account. It is understood that I will use this voucher toward a work-related flight arrangement.

Date: _____

Airline: _____

Voucher #: _____

Event: _____

Amount: _____

I understand that if this voucher is not used for a work-related expense, I must reimburse the University for the full voucher amount.

Sincerely,

UFIT Employee