

**Statement of Agreement for Airfare Credits Received Due to Cancelled Travel
(To be attached to travel reimbursement detail form)**

I agree to use the airfare credit for future university business. If I do not have a university business trip, within the allowed credit timeframe, and I use the credit for personal travel, I will reimburse SDSM&T. If the credit expires, therefore not used for either business or personal travel, no reimbursement is required.

Signature of traveler

Date