

*College of Education,
Criminal Justice,
and Human Services*



TO: Whom it may concern

RE: Student Reimbursement for travel (A113)

Please allow this letter to serve as explanation that this student reimbursement is from travel as it pertains to the student's work position with the College of Education, Criminal Justice, and Human Services. Such reimbursements are approved to be submitted through the UC Accounts Payable office on an A113 form as the University of Cincinnati is the benefactor of this necessary travel.

If you have any questions regarding this student travel reimbursement or how it relates to the student's work position here at UC, please contact either John Davis, john.davis@uc.edu, 513-556-6095; or Carole Donnellon, carole.donnellon@uc.edu, 513-556-5790.

Thank you,

A handwritten signature in blue ink that reads 'Christa Eitel'.

Christa Eitel
Business Officer
CECH Business Office