



External Committee Member Request

The External Committee Member (ECM) Request form should be used to setup non-UNO employees for traveling and membership reimbursement purposes. Supporting documentation with approval to travel or refund from the department head should be attached with this form and emailed to purchasing@uno.edu

Choose NEW or UPDATE existing External Committee Member (ECM) below:

New:

Travel Dates or period of reimbursement

COMMITTEE MEMBER TYPE (Circle One):

Begin Date: _____

End Date: _____

Student

Lecturer

Speaker

Job Candidate

Visitor

Recreation Center Member

Update: Add Expiration (HR Only)

Change Committee Type (see above type): _____

Extend Membership - New Date: _____

Other: _____

REASON: Circle One: TRAVEL EXPENSE REFUND

Name (First, Last) of ECM

Today's Date

Street Address

City

State

Zip Code

Phone of ECM

Email of ECM

Initiated by: _____

Department of Initiator: _____

4/19/22