

TELA

TSU Letter of Support

Applicants complete:

Name: _____

County: _____

Position: _____

TSU email address: _____

- ☐ I am aware that if selected, I will need to follow UT travel policies when it comes to booking a room under the set contracted rate. I am aware that I will need to book these rooms on my personal credit card and submit the required documentation for reimbursement through UT.
- ☐ I am aware that if selected, I will need to follow TSU travel policies when it comes to submitting mileage expenses and meal expenses.

TSU Administration Complete:

I support this applicant's application to the Tennessee Extension Leadership Academy for 2026-2027. I am aware that the University of Tennessee Extension will cover the hotel and parking charges for this applicant. I am aware of TSU's responsibility to cover the other travel-related expenses, including travel mileage and meals, using a separate account that is not the employee's allotted travel budget.

Name of Administrator: _____

Signature: _____

Date: _____