



Request for Approval for Reimbursement of Travel Expenses for Candidates (Faculty and Administrative Positions)

(Limited to three candidates per position)

DEPARTMENT: _____

VACANT POSITION: _____

CANDIDATE'S NAME: _____

HOME ADDRESS: _____

PHONE: _____ **DATE OF INTERVIEW:** _____

LODGING REQUIREMENTS

Please complete the 'Request for Overnight Accommodations for Candidates' form and return to:
Pam Bucher, Provost's Office, OM 308, for approval.

ESTIMATED TRAVEL EXPENSES TO BE REIMBURSED TO CANDIDATE

Maximum of \$750 per tenure track candidate and a maximum of \$500 per temporary faculty, which includes transportation costs, such as plane, train, rental car, and/or mileage and incidentals, such as tolls, parking, meals and airport hotels. The candidate will be responsible for any dollar amount over the above mentioned guidelines or if a college dean grants permission to exceed this amount for a candidate, the dean will then be responsible for the difference.

Transportation:	\$	
<i>(plane, train, rental car)</i>		
Mileage: \$0.70 per	\$	
mile Parking, tolls:	\$	
Meals:	\$	
Airport Hotel:	\$	
 Total Estimated Expenses:	 \$	

JUSTIFICATION FOR REIMBURSEMENT OF TRAVEL EXPENSES: _____

Signature: _____
SEARCH COMMITTEE CHAIRPERSON
DATE

The request for reimbursement of candidate's expenses is approved:

Signature: _____
PROVOST AND EXECUTIVE VICE PRESIDENT
DATE

NOTE: This request needs to be approved prior to the interview.