

**RECRUITMENT EXPENSES FOR ACADEMIC POSITIONS - REIMBURSEMENT FORM**

DEPARTMENT: \_\_\_\_\_

POSITION NAME AND NUMBER: \_\_\_\_\_

<b>CANDIDATE EXPENSES</b>							
Name	Date of Interview	Travel (point of origin)	Expenses				Total
			Travel	Meals	Lodging	Other Expenses	
TOTAL Candidate Expenses							

<b>ADVERTISING</b>							
Publication Name			Ad Expense	Printing	Postage	Other Expenses	Total
TOTAL Advertising Expenses							

**GRAND TOTAL**

<b>ACCOUNTS TO BE REIMBURSED</b>			
Name	Organization Number	Account Code	Amount to be Reimbursed
TOTAL to be reimbursed			

<b>SIGNATURES FOR APPROVAL</b>	
DEPT. HEAD	_____
DEAN	_____
VPAA	_____

**NOTE: A copy of all pertinent vouchers must be attached. Each position must be itemized on a separate form.**