

RECRUITING EXPENSES

DEPARTMENT OF:

POSITION NAME AND NUMBER:

1. CANDIDATE EXPENSES							
NAME	DATE OF INTERVIEW	TRAVEL (point of origin)	EXPENSES				TOTAL
			Travel	Meals	Lodging	Other Expenses	
							\$0.00
TOTAL Candidate Expenses							\$0.00
2. ADVERTISING							
PUBLICATION NAME			Ad Expense	Printing	Postage	Other Expense	TOTAL
							\$0.00
TOTAL Advertising Expenses							\$0.00
3. DEPARTMENT HEAD EXPENSE							
			Travel	Meals	Entertainment*	Other Expenses (Describe)	TOTAL
							\$0.00
TOTAL Department Head Expenses							\$0.00
GRAND TOTAL							\$0.00
ACCOUNTS TO BE REIMBURSED							
NAME	Organization Number	Account Code	Amount to be Reimbursed	SIGNATURES FOR APPROVAL DEPT. HEAD DEAN VPAA			
TOTAL to be reimbursed			\$0.00				
NOTE: A copy of all pertinent vouchers must be attached. Each position must be itemized on a separate form.							
* Subject to advance approval.							