**Request for Reimbursement for Faculty Recruiting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic Unit: |  | Form Completed By: | |  |
| Position Number: |  | Filled by: |  | |

**Advertising Expenses**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Magazine/Journal |  | | Cost |  | Magazine/Journal |  | Cost |
|  |  | | $ |  |  |  | $ |
|  |  | | $ |  |  |  | $ |
|  |  | | $ |  |  |  | $ |
|  | | | | | | | |
| **Sub-Total Advertising Expenses:** | | $ | | |

**Candidate Expenses:** The Provost’s recruiting guidelines indicate that candidates will **not** be reimbursed for car rentals, toll road fees, long-distance telephone calls, and bar bills.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate’s Name: |  | | | | |  |  | | Candidate’s Name: |  | | |
| Airfare: | $ |  | | | | Airfare: | $ |  | |
| Hotels/Meals: | $ | Hotels/Meals: | $ |
| Other Expenses: |  | | | | | Other Expenses: |  | | |
|  | |  | | $ | |  | |  | $ |
| Candidate’s Subtotal: | | $ | | Candidate’s Subtotal: | | $ |
|  | | | | | |  | | | |
|  | | | | | |  |  | |  | | | |
| Candidate’s Name: |  | | | | | Candidate’s Name: |  | | |
| Airfare: | $ |  | | | | Airfare: | $ |  | |
| Hotels/Meals: | $ | Hotels/Meals: | $ |
| Other Expenses: |  | | | | | Other Expenses: |  | | |
|  | |  | $ | | |  | |  | $ |
| Candidate’s Subtotal: | | $ | | | Candidate’s Subtotal: | | $ |
|  | | | | | | |  | | | | | |
| **Sub-Total Candidates’ Expenses:** | | | | | $ | | |

|  |  |
| --- | --- |
| **TOTAL RECRUITING EXPENSES:** | **$** |

**MAXIMUM REIMBURSEMENT PROVIDED BY CAS: $4,500 PER POSITION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Requested:** | **$** | | **Transfer to Account #:** | | |  | **Object Code:** |  | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| Amount Paid by CAS: | | $ | |  | Approved By: | |  | |  |
|  | | | | | | | | | |