**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: |  |  |
|  |