

Candidate Interview Expense Reimbursement

Name	Position Applied For	POI	Number
	Maximum Total Reimbursemer	nt \$750.00 without Presidential	
	approval Airfare: Actual Cost (co	oach/business class only) \$40.00 per day (2 Day Maximum)	
Address to Send Reimbursement	Parking: Actual Cost up to \$20.00 per day (2 day Maximum) Food: Actual up to \$50.00 per day (2 day Maximum) Itemized Receipts REQUIRED, NO Alcoholic Beverages Hotel: Actual Cost (1 night Maximum)		
Transportation Costs: Airfare: Rental Car:			
Private Car:	Private Car Mileage:		
Map attachment is REQUIRED fo	or mileage reimbursement		
	Total Tran	sportation Costs:	
Meals:			
			
			
			
Restaurant Name	Costs		
Itemized Receipts MUST be			
Attached	То	tal Meal Expenses:	
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Hotel Expense:	10	tal Hotel Expense:	
Miscellenous Expenses:			
	Tot	al Misc. Expense:	
I hereby certify that the above expenses are true and		Expenses already pa	id by University:
candidacy for a position at Athens State University. reimbursement represents all expenses to be reimbur	•		
understood that any travel reimbursement claims rec			
	also understand that no reimbursement will be made		
to an applicant who has been offered a position and	declined.	Total Paid by Universi	ty:
		771° 9.1 - A	
Signature of Claimant	Date	Eligible Amou Eligible Amount Remaini	
Orginitale Of Chainlain	Date	Total Itemized Expen	
		Total Elig	
Signature of HR Representative	Date	Reimbursem	
Signature of Financial Affairs	Date		
AND DESCRIPTION OF THE PROPERTY OF THE PROPERT	Liate		