

REQUEST FOR CANDIDATE INTERVIEW EXPENSES

Arts & Sciences, Summer 2011

Use this form only if you are requesting funding assistance from the Dean's Office for interview expenses; refer to "Interview expenses" on the A&S Web site to determine if the candidate/search qualifies for assistance. Assistance is limited to air fare and per diem expenses; other expenses must be paid by the unit. This form must be submitted in advance of the interview visit. **SUBMIT ORIGINAL FORM AND ONE COPY TO LINDA NELSON.** A copy of the approved form will be returned to the department.

Department _____ Mail box _____

Requisition # _____

CANDIDATE

Name of candidate _____

Proposed rank or position _____ Search # _____

TRAVEL DETAILS

Travel from _____ Travel to _____

Date(s) of trip _____

Mode of transportation _____ Number of days per diem _____

SOURCE OF FUNDS *(Travel will normally be reimbursed to the departmental 06- budget.)*

Budget number _____ Budget title _____

Parent department _____

REASON FOR REQUESTING ASSISTANCE *(Include a statement about how the applicant will diversify your faculty and/or the University. Approval will not be given if this section is incomplete.)*

Approval: _____
Department Chair/Director Date

Approval: _____
College of Arts and Sciences Date