

## REQUEST FOR CANDIDATE INTERVIEW EXPENSES

College of Arts & Sciences

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 lodging expenses; other expenses must be paid by the unit. **This form must be submitted in advance of the interview visit.**

SCAN AND SEND FORM TO DEBBIE OLSON ([dsolson@uw.edu](mailto:dsolson@uw.edu)). 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 lodging \_\_\_\_\_

### SOURCE OF FUNDS *(Travel will be reimbursed to a departmental self-sustaining/revenue 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