



Candidate Interview Expense Reimbursement

Name _____ Position Applied For _____ PO Number _____

Address to Send Reimbursement _____
Maximum Total Reimbursement \$1,000.00 without Presidential approval
Airfare: Actual Cost (coach/business class only)
Auto Rental: Actual Cost Up to \$40.00 per day (2 day Maximum)
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 (2 night Maximum)

Transportation Costs:

Airfare: _____
Rental Car: _____
Private Car: _____ Private Car Mileage: _____

Map attachment is **REQUIRED** for mileage reimbursement

Total Transportation Costs: _____

Meals:

Restaurant Name	Costs
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Itemized Receipts MUST be Attached

Total Meal Expenses: _____

Hotel Expense: _____

Total Hotel Expense: _____

Miscellaneous Expenses:

Total Misc. Expense: _____

I hereby certify that the above expenses are true and correct and were incurred in connection with a candidacy for a position at Athens State University. I further certify that the total claimed for travel reimbursement represents all expenses to be reimbursed for the trip, and I acknowledge that it is understood that any travel reimbursement claims received by the Office of Financial Affairs after two months from the date of travel will be disallowed. I also understand that no reimbursement will be made to an applicant who has been offered a position and declined.

Expenses already paid by University:

Total Paid by University: _____

Signature of Claimant _____ Date _____

Signature of HR Representative _____ Date _____

Signature of Financial Affairs _____ Date _____

Eligible Amount: \$ 1,000.00
Eligible Amount Remaining: _____
Total Itemized Expenses: _____
Total Eligible Reimbursement: _____