

*Department Submit Original to College Office  
Not Less Than Two Weeks in Advance of Interview*

**CAMPUS INTERVIEW – FACULTY RECRUITMENT  
REQUEST FOR AUTHORIZATION FOR REIMBURSEMENT  
OF TRANSPORTATION EXPENSES**

Department: \_\_\_\_\_

Reference #: \_\_\_\_\_

Recruitment #: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Interview Dates \_\_\_\_\_

Anticipated Transportation Costs (Please refer to applicable state travel guideline)

Round trip coach airfare (or mileage) \$ \_\_\_\_\_

Please check if airfare