Meal Reimbursement for Interviews Department:

Candidate:

Position Being Searched: \_

Date of Interview:

Names of Interviewers:

Name of Person Being Reimbursed:

Campus Address of

Person Being Reimbursed: - - - - - - - - - - --,..-- - - - - - - - - - - - Amount to be Reimbursed: \_

Please note:

Breakfast and dinner - reimbursable for candidate and a maximum of 3 interviewers. Lunch - **only** reimbursed for a **candidate** and a maximum of 3 **students.**

Alcohol is not reimbursable.

Attach original itemized receipts (not just credit card receipt) to this form and forward to the Provost's Office for processing of payment.