REV: SEP 00

BEMIDJI STATE UNIVERSITY

Request for Faculty Recruitment Funds

1. All requests are to be submitted in advance of candidate's visit.

2. Requests are to be submitted to the Academic Affairs Office. The original will be retained by Academic Affairs and a copy will be returned to the Dean.

3. The candidate must sign a copy of the Monthly Expense Report form (FIN 21) before leaving campus. The Dean will submit the expense report form to Academic Affairs. Receipts are required for transportation, lodging and any other expenses incurred in relation to the interview.

PLEASE NOTE: Candidates are responsible for all incurred expenses for their visit to BSU. Faculty will NOT be reimbursed for any expenses incurred such as meals, lodging, etc. The Department will be responsible for reimbursement to faculty.

REQUESTED BY

Name: _____ Title: _____

Department: _____ Date: _____

CANDIDATE

Name: _____ Soc. Sec. Number: _____

Address: _____
Street City State ZIP

Position for Which Candidate Is Being Interviewed:

Date of Visit: _____

Estimated Travel Expenses for Trip: _____

Reimbursement Requested: _____

AUTHORIZATION

Dean: _____ Date: _____

Academic Vice President: _____ Date: _____