



Office of Social Equity ▪ 1871 Old Main Drive, Room 200 ▪ Shippensburg, PA 17257 ▪ www.ship.edu ▪ (717) 477-1161

Request for Approval for Reimbursement of Travel Expenses for Tenure-Track Candidates for Faculty and Administrative Positions
(Limited to three candidates per position)

DEPARTMENT: _____

VACANT POSITION: _____

CANDIDATE'S NAME: _____ SS# _____

HOME ADDRESS: _____

_____ PHONE # _____

DATE OF INTERVIEW: _____

LODGING REQUIREMENTS

Please fill out the "Request for Overnight Accommodations for Candidates" form and send to Jill Turner, Provost's Office for approval.

ESTIMATED TRAVEL EXPENSES TO BE REIMBURSED TO TENURE-TRACK CANDIDATE

Original receipts required

Maximum of \$750 per candidate which includes \$500 for transportation costs (includes plane, train, rental car, taxi, limo, and/or mileage) and \$250 for incidentals (includes tolls, parking, meals and airport hotels). The candidate will be responsible for any dollar amount over the above mentioned guidelines OR if a college dean grants permission to exceed this amount for a candidate, the dean will then be responsible for the difference.

Transportation: (plane, train, rental car, taxi, limo)	\$ _____
Mileage: .485 per mile	\$ _____
Parking, tolls:	\$ _____
Meals:	\$ _____
Airport Hotel:	\$ _____
 Total Estimated Expenses:	 \$ _____

JUSTIFICATION FOR REIMBURSEMENT OF TRAVEL EXPENSES: _____

Signature: _____
SEARCH COMMITTEE CHAIRPERSON DATE

The request for reimbursement of candidate's expenses is approved:

Signature: _____
PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS DATE

NOTE: This request needs to be approved prior to the interview.