



Office of Social Equity ▪ 1871 Old Main Drive, Room 200 ▪ Shippensburg, PA 17257 ▪ [www.ship.edu](http://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: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_ PHONE # \_\_\_\_\_

DATE OF INTERVIEW: \_\_\_\_\_

### LODGING REQUIREMENTS

Please fill out the "Request for Overnight Accommodations for Candidates" form and send to Dynel Miracle, 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: .51 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**