

Accounts Payable
REQUEST FOR AUTHORIZATION FOR REIMBURSEMENT OF
ON-CAMPUS INTERVIEW EXPENSE

Authorization is requested for reimbursement to the applicant for on-campus interview expenses that meet the following requirements: 1) expenditures are necessary to recruit a qualified person needed by the university; 2) does not exceed the maximum on-campus interview reimbursement expenses per CSU Internal Regulations Governing Travel Expenses and Allowances, Section 119 (Government Code 18007); and 3) is payable to a qualified applicant for a position which has a shortage of qualified applicants.

Date of Interview: _____ VPAA #: _____

Name of Applicant: _____

Home Address: _____

For on-campus interview of applicant from the city of _____
to SDSU campus and return.

Is applicant currently on State of California payroll? Yes _____ No _____

If yes, where is applicant employed? _____

Authorized interview reimbursement of: \$ _____

Account number to charge: _____

Department Chair: _____ Date: _____
(Print Name)

Department Chair: _____
(Signature)

Authorized Signer: _____ Date: _____
Dean, VP or AVP (Print Name)

Approved for Payment: _____
Dean, VP or AVP (Signature) *Payment authorization is in accordance with the SDSU Fiscal Authorization Hierarchy (FAH).*

A Travel Expense Claim with receipts must accompany this completed form when submitted to AP for reimbursement. Any change in the reimbursement amount will require a new Request for Authorization form to be submitted.