

## Candidate Travel Reimbursement Request Form

Submit four (4) weeks prior to trip to allow for internal approvals, procedural compliance, and cost-effective trip planning. Attach additional documentation or itinerary if clarification of trip is necessary. All fillable areas must be completed prior to submitting this form.

Travel reimbursement must be approved by Human Resources and appropriate cabinet member prior to offering onsite visit.

Finalists traveling 50 or more miles can receive reimbursement up to \$500. This amount can be used to cover tolls, gas, air fare, hotel cost, rent a car and meals while in Morrisville or surrounding areas. Expenses over \$500 will not be reimbursed. Finalist would need to complete the travel reimbursement forms and submitted to HR along with their original receipts to get reimbursed. Any expense NOT supported with a receipt will not get reimbursed. Candidates are responsible for making their own travel arrangements. A member of the search committee can assist but are not required.

Position Title:

Department:

Supervisor:

Search Chair:

Have phone and video interviews occurred?      Yes      No (if no, please hold and offer virtual interviews to candidates before offering on-site visit).

Please explain the interviewing process taken place so far:

How many candidates are you looking to bring on-site and offer travel reimbursement? Please provide name and departing address.

Are they the finalist candidate(s)?

### APPROVALS

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Human Resources Date

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Supervisor of New Hire Date

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Cabinet Member for Department Date