Candidate Reimbursement for Interview

MT. SAN ANTONIO COLLEGE Human Resources Division 1100 N. Grand Avenue Walnut, CA 91789 (909) 274-4225

First Interview Second Inte	<u>rview</u>	Tele-Conference I	<u>nterview</u>	
Name	Date of Interview(s):			
Position for which interviewed:				
Address where reimbursement is to be sent:				
	Street Address			
City	State	Zip Code	e	
() Telephone				
receipts for lodging, carrier expenses, and meals mu Applicant shall submit to the Human Resources Divall required documentation, within 30 days of comp determined by the Vice President, Human Resource The following expenses were incurred as a result of	vision a Candidate pleting travel, to b es in consultation	Reimbursement for Interview e eligible for reimbursement. with the appropriate hiring m	w form, provi Exceptions v	iding
Mileage (number of miles traveled by own ca	r)		\$	
Air Travel (accompanied by original receipt)	,		\$	
Other Carrier (i.e., rail, bus, or rented car acc	companied by or	iginal receipt)	\$	
Meals			\$	
Lodging			\$	
Miscellaneous expenses – Please itemize			\$	
		Grand Total	\$	
Signature of Applicant:		Date:		
APPROVAL: Associate Vice-President		Date:		
Associate Vice-President	:, Human Resourc	es		
College Requisition #				