

**CAMPUS INTERVIEW – FACULTY RECRUITMENT  
REQUEST FOR AUTHORIZATION FOR REIMBURSEMENT  
OF TRANSPORTATION EXPENSES**

Department: \_\_\_\_\_

Reference #: \_\_\_\_\_

Recruitment #: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Applicant \_\_\_\_\_  
Last
First
Middle

Home Address \_\_\_\_\_  
 \_\_\_\_\_  
City
State
Zip

\*\*\*Please attach completed Vendor 204 to this authorization\*\*\*

Travel of applicant from \_\_\_\_\_ to Long Beach and return.  
(City and State)

Travel Dates \_\_\_\_\_

Interview Dates \_\_\_\_\_

Anticipated Transportation Costs (Please refer to applicable state travel guidelines):

Round trip coach airfare (or mileage) \$ \_\_\_\_\_

Please check if airfare is direct billed through Giselle's: YES \_\_\_ NO \_\_\_

Ground transportation/Parking \$ \_\_\_\_\_

Lodging/Per Diem \_\_\_ Days \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

<b>APPROVAL</b>	<b>CHARTFIELD</b>
Signature: _____ Date: _____ <i>Dean/Designee</i>	Amount Authorized: \$ _____ _____ <i>Account Fund Dept ID Program Class</i>
Signature: _____ Date: _____ <i>Provost/Designee</i>	Amount Authorized: \$ _____ _____ <i>Account Fund Dept ID Program Class</i>