

RECRUITMENT EXPENSE REPORT

DEPARTMENT: _____

CANDIDATE'S NAME: _____

EXPENSE ITEMS					TOTALS
Lodging					\$0.00
Breakfast* (attach receipts)					\$0.00
Lunch* (attach receipts)					\$0.00
Dinner* (attach receipts)					\$0.00
Air Travel (attach original ticket)					\$0.00
Airport/SMU Transport (attach receipt)					\$0.00
					\$0.00
					\$0.00
TOTAL EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Cross Total: \$0.00

PLEASE PREPARE INDIVIDUAL REIMBURSEMENTS TO THE FOLLOWING:

PAYEE	AMOUNT
TOTALS	\$0.00

*Include names of participants on each receipt;
the College will pay the the candidate's meals as well as
the meals for two accompanying faculty.

The College will pay up to the amount indicated
below for the total charge for each event.

Breakfast: \$25

Lunch: \$75

Dinner: \$100