

CALIFORNIA STATE UNIVERSITY, FULLERTON

Authorization for On-Campus Interview Expense

Date _____

Candidate's Name _____

Address _____

City, State and Zip _____

Position Applied For _____

(For faculty, give anticipated rank of appointment)

Check Appropriate Box Faculty Staff

Department _____

Administrator Making Request _____

Preparer of Form _____ Ext. _____ Room _____

Estimated Expenses:

Form of Payment:

1) Candidate Meals _____

Candidate

2) Lodging _____

Candidate CSUF Issued Credit Card

3) Private Auto _____

Candidate

4) Misc. (Parking, shuttle taxi, telephone) _____

Candidate CSUF Issued Credit Card

5) Airfare _____

Candidate CSUF Issued Credit Card

TOTAL ESTIMATED EXPENSES

AUTHORIZED AMOUNT NOT TO EXCEED

Dates of Interview _____

Charge to Chartfield

Account (6)	Fund (5)	Department (5)	Program (4)	Class (5)	Project (8)	Amount
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Expenses must be in accordance with the CSU Travel Policy.

https://adminfin.fullerton.edu/finance/ap_travel/services/travel/

Comments:

Approval

Dept. Head/Chair _____ Date _____

Dean/Administrator _____ Date _____

Division Head (VP/Designee) _____ Date _____