

YOUNGSTOWN STATE UNIVERSITY

REIMBURSEMENT VOUCHER CANDIDATES FOR EMPLOYMENT (PLEASE TYPE OR PRINT)

Accounts Payable Use

SPD _____
DGRP _____
Check No. _____

DC _____

PAYEE _____

SOCIAL SECURITY NUMBER

POSITION INTERVIEWED FOR

ADDRESS

INTERVIEW DATE(S) AT YSU

CITY STATE ZIP CODE

ARRIVAL TIME AT YSU DEPARTURE TIME FROM YSU

TRANSPORTATION:

AIRLINE TOURIST RATE ^a OR _____ MILES PRIVATE AUTO AT ESTABLISHED RATE

OR AIRLINE TOURIST RATE, WHICHEVER IS LESS. \$ _____

OTHER (LIST) _____ _____

LODGING ^b (Reasonable and Actual, Single Occupancy Rate Plus Tax). _____

MEALS ^c (LIST) _____ _____

OTHER EXPENSES ^b (LIST) _____ _____

TOTAL \$ _____

I REQUEST PAYMENT FOR \$ _____ AND CERTIFY THAT IT IS CORRECT AS ITEMIZED ABOVE.

SIGNATURE OF CANDIDATE

DATE

^a Airline passenger receipt required.

^b Receipt Required

^c The following will be allowed, if meal was not otherwise provided: \$5.00 for Breakfast, \$8.00 for Lunch, and \$17.00 for Dinner.

SPECIAL NOTE: DO NOT charge any items to Youngstown State University. Pay for travel, lodging, meals, etc. with your own funds and you will be reimbursed within ten days of receipt of this voucher.

RECOMMENDED:

PAYMENT APPROVED IN THE AMOUNT OF \$ _____

Charge Account #111000-120203-701325-63

Executive Director of Human Resources/Labor Relations (Date)

or

Account to Be Charged: _____

Signature Authority: _____

Department Head (Date)