

Human Resource Use Only

PR# \_\_\_\_\_

PO# \_\_\_\_\_

141250-10700-2113000000

**TRAVEL EXPENSE FOR JOB CANDIDATE**

**Lee College Human Resource Office**

Candidate Name \_\_\_\_\_ SS# \_\_\_\_\_

Candidate Address \_\_\_\_\_

\_\_\_\_\_

Interview Date \_\_\_\_\_ Position \_\_\_\_\_

\*\*\*\*\*

**EXPENSES:**

Personal Car \_\_\_\_\_ miles @ .505 per mile \_\_\_\_\_

Public Transportation (Airline) \_\_\_\_\_

Accommodations \_\_\_\_\_

Meals \_\_\_\_\_

**OTHER EXPENSES:**

\_\_\_\_\_

\_\_\_\_\_

**TOTAL EXPENSE** \_\_\_\_\_

Amount Due to Candidate (Maximum of \$350) \_\_\_\_\_

\*\*\*\*\*

**Signatures**

\_\_\_\_\_  
Requestor Date

\_\_\_\_\_  
Director, Human Resources Date

\_\_\_\_\_  
Committee Chair Date

\_\_\_\_\_  
Dean, Financial Services Date

**RECEIPTS REQUIRED** – Attach all original receipts to this form. Lee College will reimburse a maximum of \$350 of actual documented travel expenses to candidates who travel from at least 250 miles away for an initial job interview.