

Faculty Interviewee Expense Transfer Request

Requestor's Information	
Requestor name	
E-mail	
Department	
Phone	
Interviewee Information	
Job Number from Applicant List	
Interviewee Name	
Expenses to be transferred	
Funds Available: Only NLT (FD5002,5014,5010,5011,4000,4001 or 4100) Cost Center/Program/Worktag:	
Interviewee Airfare (SC0369):	\$
Interviewee Hotel (SC0370):	\$
Other Interviewee Expenses (SC0370):	\$
Subtotal	\$
8.5% ASC:	\$
Total Expenses:	\$

Checklist to include the following:

- Faculty Interviewee Expense Transfer Request form
- Candidate Itinerary
- Job posting/description
- Interview Expense Summary form (if used)
- Expense Receipts
- Appropriate department backup such as emails or memos (if necessary)
- Workday account detail showing expenses to be transferred

Go Green

Please scan and email all of the documents to me to save paper!

Send all paperwork to:

CLASDEANBIZ.REQUESTS@exchange.asu.edu

Laurie Perko

College of Liberal Arts & Sciences

Office of the Dean

Questions? CLASDEANBIZ.REQUESTS@exchange.asu.edu

Or laurie.perko@asu.edu