

Faculty/Director/Chair Search 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	
Cost Center/Program/Worktag (if used):	
Interviewee Airfare (SC0369):	\$
Interviewee Hotel (SC0370):	\$
Other Interviewee Expenses (SC0370):	\$
Advertising* (SC0559):	\$
Subtotal	\$ 0.00
8.5% ASC:	\$ 0.00
Total	\$ 0.00

* Advertising expense is only allowable for Chair/Director search. See [process guide](#) for more information.

Checklist to include the following:

- Interviewee Expense Transfer Request form
- Job posting/description
- Candidate Itinerary - attach only 1 time.
- Interview Expense Summary form (if used)
- Expense Receipts - include candidate's portion on meals typed out
- Appropriate department backup such as emails or memos (if necessary)
- Workday account detail showing expenses to be transferred - highlight appropriate lines for this candidate's expenses. Please use either Detailed Revenue Expense and Ledger Account report or Financial Report with Drillable Detail.
- Please scan and mail one PDF packet per candidate to:

CLASDEANBIZ.REQUESTS@exchange.asu.edu
and cc:laurie.perko@asu.edu

Laurie Perko
The College of Liberal Arts and Sciences
Office of the Dean

Questions? CLASDEANBIZ.REQUESTS@exchange.asu.edu