

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* (SC0023):	\$
Subtotal	\$
8.5% ASC:	\$
Total	\$

* 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
- 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

Andrea Reed-Myers
College of Liberal Arts & Sciences
Office of the Dean

Questions? CLASDEANBIZ.REQUESTS@exchange.asu.edu
Or andrea.reed@asu.edu