University of Wisconsin - Madison

Request for Authorization to Reimburse Applicant Interview Expenses

Position/Candidate Information

Requesting Department:

PVL #: Position Title:

Name of the Applicant:

Home City/State:

Funding/Estimated Expenses

Expenses will be charged to: Fund: Dept ID: Program: Project:

Number of Applicants to be Interviewed:

Provide a brief description of the interview expenses expected to be incurred:

Estimated Cost of Interview Expenses for this applicant: For all applicants:

Reason for Interview Expense Reimbursement (Please check all that apply):

☐ Job market supply and demand for skills of the prospective employee.

☐ Incentive for prospective candidates to interview for the position.

☐ Other (explain):

Requirements for Processing Interview Expenses

• Applicant interview expenses are limited to the current in-state UW employee limits for single rate lodging and meals. Claims exceeding the UW limits are not payable/reimbursable.
• Expenses for spouses are not payable/reimbursable without approval from the Dean's/Divisional Office.
• House-hunting expenses are not payable/reimbursable from UW administered funds.
• A copy of this form (or similar approval form) and related receipts must be attached to the payment mechanism.

Approvals

Department Authorization: _________________________________ Date: _____________

Dean/Director Authorization: _______________________________ Date: _____________

For further information, see http://www.bussvc.wisc.edu/acct/policy/travel/interview.html.