

## Reimbursement for Meals during Interviews

**Position:** \_\_\_\_\_ **Candidate's Name:** \_\_\_\_\_

The number of persons for meals should be limited to the candidate (and spouse if applicable), and persons directly involved in the interview process. The number of College attendees should not exceed four (4) people, without prior approval of the Director of Human Resources. Some meals should be taken in Ellis College Center if possible. The average cost per person should not exceed the following amounts: Breakfast - \$10.00, Lunch - \$12.00, and Dinner - \$30.00. Any charges that exceed these guidelines will be considered a departmental or personal charge to the individual responsible for the arrangements.

Please submit this form along with the receipts to the Human Resources Office for payment. Thank you.

<b>Date of Breakfast:</b> _____	
Restaurant: _____	Make Reimbursement to: _____
Amount: _____	Paid By: P-Card ___ Cash ___ Other _____
Persons attending:	
_____	_____
_____	_____
_____	_____

<b>Date of Lunch:</b> _____	
Restaurant: _____	Make Reimbursement to: _____
Amount: _____	Paid By: P-Card ___ Cash ___ Other _____
Persons attending:	
_____	_____
_____	_____
_____	_____

<b>Date of Dinner:</b> _____	
Restaurant: _____	Make Reimbursement to: _____
Amount: _____	Paid By: P-Card ___ Cash ___ Other _____
Persons attending:	
_____	_____
_____	_____
_____	_____