



FACULTY PRE-APPROVAL FOR  
REIMBURSEMENT OF INTERVIEW EXPENSES

**COMPLETED BY THE DEPARTMENT**

Candidate Name: \_\_\_\_\_

Complete Mailing Address (street, city, state, zip code):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Title: \_\_\_\_\_ Posting Number: \_\_\_\_\_

Department: \_\_\_\_\_

Estimated cost (or portion thereof) to be reimbursed: \$ \_\_\_\_\_  
*(Expenses must be in compliance with UW-L, UW System, & Wisconsin standards and policies)*

**COMPLETED BY THE DEAN**

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROCEDURES**

1. Dean pre-approves interview expenses for candidate(s) and sends a copy of the form(s) to search and screen committee and retains the original pre-approval form (this form) in college files for audit purposes.
2. Candidate completes Travel Expense Form, attaches receipts, and signs.
3. Dean signs Travel Expense Form and sends to Financial Services in UFA, 125 Graff Main Hall.