

# Faculty Recruitment Expenses

Name: Jane Doe
Date: 4/15/15
Department Name: CAS-S

Date	Description	President	Provost	Department
<b>Advertising:</b> President's Office pays for advertising (The Chronicle of Higher Education and CCCU)				
25-Jan-2015	Advertisement in The Chronicle, Chemistry (J. Doe P-Card)	\$150.00		
18-Feb-2015	Advertisement on CCCU Website, Chemistry (J. Doe P-Card)	\$200.00		
<b>Total</b>		<b>\$350.00</b>		
<b>Air Travel:</b> President's Office pays for travel				
3-Mar-2015	United Airlines-Chemistry Candidate M. Smith (J. Doe P-Card)	\$356.00		
3-Mar-2015	Baggage Fee, Paid by M. Smith (reimbursed by dept.)	\$25.00		
<b>Total</b>		<b>\$381.00</b>		
<b>Ground Transportation:</b> President's Office pays for travel. Mileage reimbursed at rate noted on Finance Web page.				
3-Mar-2015	Taxi- SEATAC to SPU, Paid by M. Smith (reimbursed by dept.)	\$40.00		
4-Mar-2015	Taxi- SPU to SEATAC, Paid by M. Smith (reimbursed by dept.)	\$41.00		
<b>Total</b>		<b>\$81.00</b>		
<b>Lodging:</b> President's Office pays for lodging				
3-Mar-2015	Courtyard Marriot, 1 night, (J. Doe P-Card)	\$180.00		
<b>Total</b>		<b>\$180.00</b>		
<b>Meals:</b> Per-diem rates apply. Provost - on-campus meals, off-campus breakfast/lunches for candidate/interviewers, dinners for candidate; Dept - dinner for interviewers				
3-Mar-2015	Portage Bay- Lunch w/ M. Smith & Interview team, 4 ppl		\$65.37	
3-Mar-2015	Lunch in Gwinn- M. Smith and D. Jones		\$22.50	
3-Mar-2015	Chinooks- Dinner w/ M. Smith and Interview Team, 5 ppl		\$25.15	\$112.60
4-Mar-2015	Courtyard Room Service - Breakfast, M. Smith		\$18.50	
<b>Total</b>			<b>\$131.52</b>	<b>\$112.60</b>
<b>Miscellaneous:</b> Department pays for other miscellaneous costs such as phone calls, mailings, etc.				
3-Mar-2015	Snacks for Interviews			\$41.90
2-Mar-2015	SPU Mug - Welcome Gift for Chemistry Interviewee			\$8.00
<b>Total</b>				<b>\$0.00</b>
<b>President Total</b>		<b>\$992.00</b>		
<b>Provost Total</b>			<b>\$131.52</b>	
<b>Department Total</b>				<b>\$112.60</b>