



Salisbury University
Candidate Interview Form

(To be completed by Search Committee Chair)

I. Name of Candidate: _____

Address of Candidate: _____

Interview date(s): Arrive _____ Depart _____

School : _____ Position title: _____

II. Search Committee Chair Name: _____

Search Committee Members:

III. Estimated Travel Expenses for the Candidate. (Please note approval amounts may not exceed the approved per person per diem State of MD/USM rates). These amounts can be found at <http://www.salisbury.edu/accounts payable/meal.htm>.*

Hotel \$ _____

Cost Estimate for Meals: \$ _____ *

Air Fare \$ _____

* Estimate of meals which the candidate will pay out of pocket while in route to and from the interview. See website for rate Per diem rate.

Misc. \$ _____

Total Estimated Travel Expenses: _____

Search Committee Chair Signature **Date**

Budget Administrator/Dean Signature **Date**

Department Code to be Charged _____	Total Approved \$ _____

IV. Anticipated Number of Meals with Search Committee

One **off campus** meal is approved according to the guidelines. Will the candidate be offered the opportunity to dine off campus? Yes _____ No _____

Off Campus Meal: Please indicate the date meal to be eaten off campus

Meal _____ Date _____ List names of participants below:

1)	2)
3)	4)

On Campus Meals: Please indicate the date, meal(s) eaten on campus for breakfast, lunch and or dinner and the committee member(s) attending: (Use code: B= Breakfast; L= Lunch; D = Dinner) [MEAL TICKETS WILL BE PROVIDED BY THE DEAN'S OFFICE]

Meal _____ Date _____ List names of participants below:

1)	3)
2)	4)

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1)	3)
2)	4)

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2)	4)

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1)	3)
2)	4)

This form must be completed and after the Dean signs the original, it is returned to the initiating department (a copy will be kept by the Dean's Office).

Candidates will be instructed to fill out an expense account form and attach travel receipts for reimbursement. The *Candidate Interview Form*, with approved signatures, must be attached to an expense account form for faculty/staff reimbursement as well as any candidate's request for reimbursement.

The expense account form, expense receipts, along with a copy of the approved *Candidate Interview Form* will be forwarded to the Dean's Office for final approval and then forwarded to the Financial Services Office for processing and reimbursement.

Revised: 7/06