



AUTHORIZATION REQUEST FOR PAYMENT OF TRAVEL EXPENSES FOR PROSPECTIVE EMPLOYEE

I request approval to invite the following prospective employee to be interviewed on campus with the travel expenses to be paid from State funds in accordance with the provisions of Article 6823a, Vernon's Texas Civil Statutes, as amended by S.B. 1148, 65th Legislature, Regular Session 1977.

Name of Prospective Employee

Current Position

Date(s) on Campus

Mailing Address

Job Posting #

City State Zip

Department and Account Number to be Charged

Telephone#

() Airfare to be charged to ASU Business Travel Account

Estimated Airfare Expense \$

Estimated Mileage Expense \$

() Hotel to be paid by Purchase Order

Estimated Lodging Expense \$

Please complete Online Requisition.

Estimated Meal Expense \$

Estimated Incidental Expense \$

Total All Travel Expense \$

Authorized position for which applicant is being considered:

Departmental Contact: Phone #:

I certify that the provisions of the Affirmative Action Program and other applicable policies of Angelo State University have been followed in selecting and recommending the designated individual for an interview for the position shown above.

Head of Department Date

The information you have supplied on this form is maintained by the University. You have the right to review and correct this information by contacting the Travel Office.

APPROVAL REQUIRED:

FUNDS AVAILABLE:

Dean or Vice President Date

Purchasing Date