## INTERVIEW COMMITTEE MEAL(S) WITH ON-CAMPUS CANDIDATE

### PAID BY P-CARD – CONCUR

Submit and upload the following:

- ✔ P-Card Travel Expense Report *(Paid for/by Others)*
  For Instructions: [https://financialservices.fullerton.edu/cp/services/ebusiness/Default.php](https://financialservices.fullerton.edu/cp/services/ebusiness/Default.php)

- ✔ Approved Directive 11 *(Required: Name of On-Campus Candidate and all attendees)*
  [Directive 11 Form](#)

- ✔ Original itemized receipt(s)

### PAID BY CSUF EMPLOYEE - REIMBURSEMENT

Submit the following to: [Accounts Payable E-Submission Page](#)

- ✔ [AP Check Request](#) (Select category: *Interview Committee Meal(s) with On-Campus Candidate*)

- ✔ [Invoice – Interview Committee Meal(s) with On-Campus Candidate](#)

- ✔ Approved Directive 11 *(Required: Name of On-Campus Candidate and all attendees)*
  [Directive 11 Form](#)

- ✔ Original itemized receipt(s)

(Rev. 01/2023)