

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>
- ✓ 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)