

**MEMORANDUM**

To: Barbara F. Atkinson, M.D., Executive Vice Chancellor  
From:  
Subject: **Request to pay Recruiting Expenses of Out-of-State Applicants**

Approval is hereby requested to reimburse the travel and subsistence expenses of the following named **out-of-state applicant** to attend an interview for a vacant position, subject to limitations as provided by law (K.S.A. 75-3218).

_____	_____
Applicant	Street
_____	_____
Date of Interview	City, State, Zip Code
_____	_____
Applicant's Social Security #	Speedtype to be Charged
_____	
Title of Vacant Position	

**APPROVED:**

_____	_____
Barbara F. Atkinson, M.D. Executive Vice Chancellor	Date

**NOTE: This form may be completed online. This form is to be used for the Out-of State applicant only. You will need to create a PeopleSoft Requisition for this transaction. Attach this form to the proper receipts and send to Accounts Payable for processing.**