

INTERVIEW COMMITTEE MEAL(S) WITH ON-CAMPUS CANDIDATE

PAID BY P-CARD – DIVISIONS NOT IN CONCUR

Submit the following to: P-Card, CP-300

- ✓ Paper P-Card statement
<http://finance.fullerton.edu/documents/controller/accountspayable/forms/TransactionApprovalSheet.pdf>
<http://finance.fullerton.edu/Procurement/PCard/Forms/P-CardReconciliationChecklist.pdf>
- ✓ Approved Directive 11 (**Required:** *Name of On-Campus Candidate and all attendees*)
Directive 11 Form: <http://finance.fullerton.edu/documents/Procurement/Directive11/Forms/Directive11.pdf>
- ✓ Original itemized receipt(s)

PAID BY P-CARD – DIVISION IN CONCUR

Submit and upload the following:

- ✓ P-Card Travel Expense Report (***Paid for/by Others***)
For Instructions: <http://finance.fullerton.edu/concur/documents/PCardPaidforbyOthers.pdf>
- ✓ Approved Directive 11 (**Required:** *Name of On-Campus Candidate and all attendees*)
Directive 11 Form: <http://finance.fullerton.edu/documents/Procurement/Directive11/Forms/Directive11.pdf>
- ✓ Original itemized receipt(s)

PAID BY CSUF EMPLOYEE - REIMBURSEMENT

Submit the following to: *Accounts Payable, CP-300*

- ✓ AP Check Request
<http://finance.fullerton.edu/CheckRequest/>
(Select category: **Interview Committee Meal(s) with On-Campus Candidate**)
- ✓ Invoice – Interview Committee Meal(s) with On-Campus Candidate
http://finance.fullerton.edu/documents/controller/travel/forms/Meal_Reimbursement_Form1214.pdf
- ✓ Approved Directive 11 (**Required:** *Name of On-Campus Candidate and all attendees*)
Directive 11 Form: <http://finance.fullerton.edu/documents/Procurement/Directive11/Forms/Directive11.pdf>
- ✓ Original itemized receipt(s)