COLLEGE OF NURSING: RECRUITMENT ACTIVITIES – TRAVEL FUNDS

PRE-AUTHORIZATION REQUEST FORM

4 Hours of Table Recruitment = $200 in travel funds
8 Hours of Table Recruitment = $400 in travel funds

1) EMPLOYEE NAME: ________________________________

2) CONFERENCE/EXHIBIT TABLE EVENT NAME AND DATE:
   __________________________________________________

3) NURSING PROGRAM TARGETED FOR RECRUITMENT:
   __________________________________________________

4) EXPECTED NUMBER OF HOURS AT RECRUITMENT TABLE:
   __________________________________________________

5) EXPECTED TRAVEL FUNDS TO BE EARNED FROM RECRUITING:
   __________________________________________________

EMPLOYEE SIGNATURE: ________________________________
DATE OF EMPLOYEE SIGNATURE: ________________________
DEAN APPROVAL SIGNATURE: __________________________
DATE OF DEAN SIGNATURE: ___________________________

Form revised 3.30.17