

Appendix 1: Travel Request Form Faculty and ECP Searches

Instructions: Lehman College will pay reasonable expenses for faculty and ECP candidates to visit the College to meet with the search committee and other individuals. This travel may include one night's lodging at the College's preferred hotel and car services as appropriate. All travel requests must be pre-approved by the dean/division head. The candidates' CV/resume and the interview schedule must accompany the *Travel Request Form*. See *Guidelines for Candidate Travel* for additional guidance.

Travel Request

- 1) This is a request for: airline travel railroad travel hotel accommodations car service
- 2) Will travel agency be used? Yes No
- 3) Will candidate arrange own travel? Yes No
- 4) Request for an exception to the travel guidelines: Extended stay before or after interview:
of additional days requested _____
Arrival date _____
Departure date _____
 Manhattan hotel
 Reasonable accommodation (religion or disability)

An explanation is required for an extended hotel stay (typically longer than one (1) night), accommodations in a Manhattan hotel, or any other exceptions to the travel guidelines.

Comments: _____

Candidate Information (Attach Candidate's CV/resume)

First Name _____ Last Name: _____

Email: _____ Cell Number: _____

Candidate's departure city: _____

City candidate will return to after interview: _____

Search Information

FT Position Request Form (PRF)# _____ Job ID # _____

Position Title: _____

Number of out-of-town candidates from this search that will be invited to campus: _____

Number of local candidates from this search that will be invited to campus: _____

Interview Status and Schedule – (Attach interview schedule)

- Interview Status:
- Initial Interview
 - Campus interview following telephone or video screening interview
 - Finalist interview
 - Visit following offer of appointment

Comments: _____

Department Information

Travel Request prepared by: _____ Ext. _____
Name and Title

Contact Person for Travel Agency: _____ Email: _____
Name and Title

Approvals: Academic Affairs

- Department Chair/Director _____
- Dean _____
- Office of the Provost _____

Administrative Divisions

- Director/Department Head _____
- Vice President _____

Send copy of approved form to: Hiring Department/Originator of Request