



## Recruitment Funding Request

This form shall be used to request funding support for faculty and staff recruitment travel/event/activities expenses. This request must be completed and submitted prior to travel/event/activities.

**Allocation policy:**

- The applicant's unit must be willing to contribute funding towards the recruitment travel/event/activities.
- Funding is awarded on a first-come, first-served basis.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ PO Box #: \_\_\_\_\_

Department/School: \_\_\_\_\_ College: \_\_\_\_\_

Date(s): \_\_\_\_\_ Location(s): \_\_\_\_\_

Description of trip/event/activity:

Has your unit received any recruitment funds from the Graduate School fiscal year 2023 (9/1 - 8/31)?  Yes  No

How many prospective students do you anticipate might be contacted due to this trip/event/activity? \_\_\_\_\_

How many current students will be involved in this trip/event/activity? \_\_\_\_\_ Describe how current students will be involved.

---



---

Will your Academic College provide any additional funds to help with this activity?  Yes  No

For those events for recruiting international students, have you asked the Office of International Programs for assistance?  Yes  No

(If travel is involved, please complete the chart below.)

TRANSPORTATION	Estimated Cost	LODGING	Estimated Cost	MISCELLANEOUS	Estimated Cost
Mileage		Hotel		Parking	
Airfare		Hotel Parking		Vehicle Rental	
Shuttle		Valet Parking		Gas for Rental Car	
Uber/Taxi/Lyft		<b>PER DIEM</b>		Baggage Fees	
Amtrak / Train				Registration Fee	
<b>Total Estimated Cost of Trip</b>					

Travel Regulations, Policies and helpful links can be found at the following web address <https://www.sfasu.edu/controller/travel/>

Per Diem rates can be found at the following web address <https://www.gsa.gov/travel/plan-book/per-diem-rates>

\_\_\_\_\_  
Signature \_\_\_\_\_ Date **Amount requesting from the Graduate School:** \_\_\_\_\_ Amount

**Funding provided by department and/or other funding sources.**

_____	_____	_____	_____
Academic Unit Head Signature	Date	FOAP#	Amount

_____	_____	_____	_____
Academic Dean Signature	Date	FOAP #	Amount

_____	_____	_____	_____
Other Contributor Signature	Date	FOAP#	Amount

**Funding approved by the Graduate School:**

_____	_____	_____	_____
ORGS Dean/Delegate Signature	Date	FOAP#	Amount

\*\*\* Following any recruitment activity funded in full or part by the Office of Research and Graduate Studies, all necessary receipts for expenses as well as a comprehensive success report must be submitted for payment.\*\*\*