

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: _____