

REFERENCE CODE:

This code is specific to the search related to this form.

Academic Affairs Division

SEARCH FINAL EXPENSE SUMMARY FORM

Directions: Submit this completed form via email to the academicbusinessaffairs@tamucc.edu for processing within 10 business days from the date the final candidate interview is completed. Funding provided is to be handled in accordance with the current version of the Faculty Search Funding and Reimbursement Procedure & Guidelines. **CHECK ONE (CANCEL OR CLOSE)** – Complete the Required Information

_____	CANCEL SEARCH (No candidate hired) Please explain why this search is being cancelled:
_____	CLOSE SEARCH (Candidate hired) Name of Candidate Hired: _____ PIN: _____ Title/Rank of Position: _____ Hiring Department: _____

SEARCH EXPENSES – Complete this section regardless of whether the search was Closed or Cancelled.

Expenses – Candidate Campus Visits	Amount <i>(all candidates)</i>
Travel <i>(flight, mileage, car, etc.)</i>	
Lodging <i>(hotel, tax, etc.)</i>	
Meals <i>(solo meals, business meals, etc.)</i>	
Meetings <i>(group interviews, etc.)</i>	
Other Expenses <i>(related to campus visit)</i>	

How many candidates were brought to campus for this search?	
Average Cost per Candidate Visit <i>(Candidate Expenses/# of Candidates)</i>	

	Brief Description	Total Amount
Candidate Expenses	Expenses related to candidate visits; total from above table.	
Other Advertising		
Other Expenses		
Total Expenses for this Search		\$

Total Provost-provided Funding for this Search	
Total Department-provided Funding for this Search	
BALANCE <i>(this should equal \$0)</i>	\$

COMMENTS

Prepared By: _____ Date: _____

Confirmed By: _____ Date: _____

Dean/Dept. Head/Business Manager