Recruiting Expenses

Candidate: ___________________________  Department: ___________________________
Position: ___________________________  Interview Date: ________________________

The following travel expenses will be reimbursed by the City of Shoreline:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

OR

Travel expenses will be reimbursed by the City of Shoreline in an amount not to exceed $_________.

Under either of the above options, hotel and meal expenses may not exceed the current GSA reimbursement rate. Itemized receipts must be submitted.

________________________________________________________________________
CANDIDATE SIGNATURE  DATE

________________________________________________________________________
HUMAN RESOURCES DIRECTOR  DATE