



YOUNGSTOWN STATE UNIVERSITY

1 Tressel Way, Youngstown, Ohio 44555

Candidates for Employment Reimbursement Information Form

In order for a candidate to receive reimbursement for travel/meals, this form must first be completed by the candidate. This personal information is required to set-up the candidate as a payee.

Candidates Last Name:

Candidates First Name:

Candidate Middle Name:

Social Security Number:

Address:

City/State/Zip Code:

Candidate Email:

Department Contact Name:

Position Interviewed For:

Date & Time of Interview:

After completing the information above, please complete the following steps:

- Visit the Procurement Services secure website at [YSU Secure Documents](#).
- Enter your email in the "Email" block.
- Upload this completed form only to the "drop files here" location.
- Enter the following Subject: Reimbursement
- In the Body, please type your name.

If you have any questions, please contact Procurement Services at newvendor@ysu.edu.

Once the form is uploaded by the candidate and created by Procurement Services, the department contact above will be notified by Procurement via email (newvendor@ysu.edu) instructing them to proceed with the requisition for reimbursement in eCUBE.

Procurement Services

Jones Hall, Room 2013

330.941.3163 | Fax 330.941.3499