



## 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. This personal information is required to set-up the candidate as a vendor in the YSU Banner system.

Candidates Last Name: \_\_\_\_\_

Candidate First Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Department Contact and Email: \_\_\_\_\_

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 @ [newvendor@ysu.edu](mailto: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](mailto:newvendor@ysu.edu)) instructing them to proceed with the requisition for reimbursement in eCUBE.

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#### Procurement Services

Jones Hall, Room 2013

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