



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 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 Office of Human Resources secure website at www.yosu.edu/hr and scroll down to *UPLOAD YOUR SECURE DOCUMENTS RATHER THAN MAILING* or utilize the following link to upload this form:

<https://ysd.yosu.edu/humanresources>

- Enter your email in the “Your Email Address” block.
- Upload this completed form ***only*** to the “drop files here” location.
- Enter the following Subject: Reimbursement
- In the Body, please type the your name.

If you have any questions, please contact the Office of Human Resources at hr@yosu.edu.

Once the form is uploaded by the candidate and a Banner ID has been created by the Office of Human Resources, the department contact above will be notified by Procurement via email (newvendor@yosu.edu) instructing them to proceed with the requisition for reimbursement in eCUBE.

Office of Human Resources Use Only:

Banner ID created & emailed to newvendor@yosu.edu on _____

Department Contact Information and Email: _____