

STAFF RECRUITMENT EXPENSE LOG

All search expenses should be paid for using a hiring manager's JP Morgan Card. Hiring managers should complete this recruitment expense log immediately at the conclusion of the search and return to Krista Garcia at hr@whitman.edu. Please include itemized receipt for every expense.

Hiring manager: ______

Position recruiting for: _____ Search dates: _____

Expense (lodging, meals, transportation, etc.)	Date	Candidate name	Vendor/business name	Cost	Comments