

# JOB PLACEMENT EXPENSES DEPARTMENT OF ENGLISH

**Please submit form before January 31<sup>st</sup>.**

Graduate students may be reimbursed for job placement expenses up to \$45 once in an academic year: \$20 is specifically for using the Career Center Letter Service at <http://career.berkeley.edu/Letter/Letter.stm> and \$25 is for other placement expenses such as copy services, telephone charges, priority and overnight mail, and mailing packages, etc. The University does not reimburse for postage stamp costs. To request reimbursement, submit this form together with original receipts taped to 8-1/2" x 11" paper to Van Kasiske in 320 Wheeler Hall or her mailbox in room 322 Wheeler.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Payment will be made via Electronic Funds Transfer (EFT). *(If you have not signed up for EFT, we encourage you to do so now.)*

Student ID# \_\_\_\_\_ E-mail: \_\_\_\_\_

## **EXPENSES:**

Career Center Letter Service - \$20 Maximum \$ \_\_\_\_\_

Other Placement Expenses - \$25 Maximum \$ \_\_\_\_\_

**Total Reimbursement Requested** \$ \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Placement Chair \_\_\_\_\_ Date: \_\_\_\_\_