

JOB PLACEMENT EXPENSES DEPARTMENT OF ENGLISH

Please submit form before January 31st.

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 (but no mailing). To request reimbursement, submit this form together with original receipts taped to 8-1/2" x 11" paper to Katrin Haegele 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: _____