

Candidate Summary Cover Letter

To:

Vice President for Academic Affairs

Date

Vice President for Finance & Administration

Date

From:

Name

Date

Name of Search:

Name of Chairperson:

The attached approval forms for Candidate Travel Expenses (CSU) are enclosed for your review and approval.

This represents all of the candidates that are eligible for reimbursement (out-of-state only) for this search.

Name	Location	Recommended Amount

In addition, the following travel related costs **using ECSU charges** are anticipated:

Meals \$ _____ Airfare \$ _____ Lodging \$ _____

Search Chair Signature

Approved (vice-president)

C: Search Chairperson
Travel Desk

For Travel Desk Use Only

Search #

Account

Code

Amount

ECSU-CR1

\$ _____