

CONNECTICUT STATE UNIVERSITY

Approval Form for Individual Candidate Travel Expenses

Candidate Name: _____
Address: _____

Phone Number: _____
Area of Search: _____
Title of Vacancy: _____
Bargaining Unit: _____
Search Chair (name): _____

A W-9 must be completed by the candidate

Justification for Anticipated Expenses:

Reimbursement may not exceed: \$ _____

Type of expenses which may be reimbursed: _____

Prepared by

Date

Vice President for Academic Affairs

Date

Vice President for Finance and Administration

Date

President

Date

C: Search Chairperson
Travel Desk