

Replace items in green with the appropriate information for your visitor.

March 3, 2007

Professor Jones
1555 Professor Place
Brisbane, Australia

Dear Professor Jones:

We invite you to participate in a conference entitled, UCSD Culture Conference. This program will be coordinated by the UCSD Cultural Society. The conference will take place at the International House - Great Hall, May 4, 2007.

UCSD would like to reimburse you for direct round-trip economy airfare and travel related costs. In order to be able to reimburse you for these expenses, you will need to enter the United States on a WB (waiver business) status.

Please present this letter, along with your passport and your return airline ticket to the Immigration Official upon your arrival to the United States. Please inform the Immigration Official that you are entering the United States on business to participate in an academic program and that you expect to be reimbursed by UCSD for your travel expenses. The Official should stamp your I-94 entry card with the WB designation.

Please be advised, UCSD will only be able to reimburse your travel expenses if you enter on the WB. You must insure that this visa status is indicated on the I-94 prior to leaving the Immigration Officer. If the WB is not designated on the I-94, UCSD will not be able to reimburse the travel expenses to you.

We look forward to your participation in what promises to be an exciting conference.

Sincerely,

Josie Smith
Director

SAMPLE