Dear \_\_\_\_\_\_\_\_\_\_,

Thank you for accepting our invitation to visit Olin Business School to [trip purpose].  Olin will be happy to cover the business expenses related to your visit, within University travel policy.  Airfare, hotel, and campus meal expense can be paid by Olin directly to the service provider.  **If you wish to be reimbursed directly for any travel expenses (including incidentals), you will need to provide us with receipts.  In addition, we will need to collect additional personal information, outlined as follows:**

* If you are a U.S. citizen or lawful permanent resident (green card holder), you will need to provide your social security number by phone or in person during your visit.
* If you are not a U.S. citizen or lawful permanent resident (green card holder), we will need to collect additional information in order to comply with U.S. immigrations laws and regulations and verify that we can reimburse you directly for travel expenses.  Please submit the attached *Foreign Individual Information Request Form* and all relevant attachments per the form instructions, including a copy of your passport picture page, your US visa and entry stamp, sponsoring institution permission documentation, if applicable, and others. **Please note that we must receive this form and relevant documentation prior to your attendance at the above-referenced event in order to reimburse you directly for any travel expenses.**

Please contact me as soon as possible.  I will assist you with your travel arrangement and can answer any questions you may have.

We look forward to your visit!