**TEMPLATE INVITATION TO A SPEAKER**

The following template is provided as a guide and should be tailored to your speaker and the event. Keep in mind that the letter must be specific (i.e., not open ended) about any payments – honoraria, travel reimbursements, lodging, etc.

In addition to a signed copy of the letter, Jessica Muirhead will need a copy of the flyer advertising the event, and all itemized receipts. If the speaker is staying overnight, you are responsible for making hotel reservations, presumably at the Nathan Hale Inn. If you are planning a business meal you must complete the Business Meal Pre-Approval form. Check with Jessica for the appropriate KFS number that the room should be charged to.

<**DATE>**

 **DEPARTMENT OF HISTORY**

<**SPEAKER NAME>**

**<SPEAKER ADDRESS>**

Dear <**SPEAKER NAME**>:

We are delighted that you have agreed to give a talk and <**DESCRIBE OTHER RESPONSIBILITIES, E.G. SHOW A DOCUMENTARY, MEET WITH STUDENTS>** here at the University of Connecticut on **<DATE OF EVENT>**. Your visit will be sponsored by the History Department **<NAME OTHER SPONSORS>**.

We offer you an honorarium of **<DOLLAR AMOUNT>**, and we will reimburse you for your travel up to a maximum of**<DOLLAR AMOUNT>**. All events will take place on **<LIST DATES OF EVENTS>**. Please let us know what audio and visual needs you may have.

We anticipate that you will arrive in Connecticut on **<LIST DATE OF ARRIVAL>**. Hotel arrangements on campus will be made for you. Please make your own arrangements for transportation to Connecticut and keep all original, receipts which show proof of payment (e.g. a credit card charge, canceled check, or cash payment). In the event that you use an Internet service to purchase your airline tickets, please be sure to print out and bring us the online confirmation. You will need to submit all original, itemized receipts and boarding passes in all instances to the History business office c/o Jessica Muirhead, 241 Glenbrook Road, Storrs, CT 06269 at the end of your visit.

The draft itinerary for the rest of your stay is attached. Please review the attached itinerary for accuracy and fill in the details regarding your transportation. If you require livery service to or from an airport or train station, please indicate so on the form.

At your earliest convenience, please sign and return one original of this letter along with your completed W-9 Form (attached or <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>). Please provide us with your home phone, your e-mail address, and a home mailing address to which we should send your reimbursement check. Also indicate your citizenship status so that we can get started on any necessary visa and/or tax forms. If you are not a citizen, we will need to know what kind of visa you have. Note also that your honorarium may be reduced by state and/or federal taxes.

Nearer your arrival, we will provide more details regarding your visit. In the meantime, should you have any questions, please feel free to contact the Department’s Administrative Coordinator, Jessica Muirhead (Jessica.muirhead@uconn.edu, 860-486-2169) or the organizer of your event.

Throughout your visit you will be assured of an enthusiastic audience, and those of us in the History Department will do all we can to make your stay an enjoyable experience. We are very excited about your coming to UConn and look forward to your arrival.

Sincerely,

Faculty Name

Department of History

I agree with the above terms. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (please print)

E-Mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address if other than shown above (the University will not send a check to a university address):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am \_\_\_\_ a US Citizen. I \_\_\_ have, \_\_\_ do not have, a green card.

I am not \_\_\_ a US Citizen. Visa type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_