Type Date Here

Site Visitor Name

Site Visitor Title

Department

Institution Name

Mailing Address

City, State Zip Code

Site Visitor Email Address

Dear Visitor Salutation:

Thank you for accepting our invitation to participate in the Academic Program Review of the Full Department/APR Name at Arizona State University. Your objective and comprehensive assessment of our programs is invaluable to help maintain quality programs at ASU and to assure that we find opportunities for improvement. The site visit dates have been scheduled for Date and Days of APR Site Visit (ex. January 14-15, 2019, Monday and Tuesday).

**Transportation and Hotel:**

You will be flying into Sky Harbor International Airport. When you are making your travel arrangements, we ask that you book as reasonable an airfare as possible. Once your arrangements have been finalized, please email a copy of your travel itinerary to apr@asu.edu. The UPRA Office will forward to the appropriate parties.

Your transportation to and from Sky Harbor International Airport may be by shuttle, taxi, or hotel shuttle. ASU will reimburse you for your reasonable travel expenses. Please retain the original receipts for your flights and ground transportation. You will submit your receipts along with the attached reimbursement claim form after the conclusion of your visit.

Representatives from Full Department/APR Name will make hotel reservations for you once we receive your flight itinerary. Please let us know if you require any special accommodations (e.g. wheel chair access, service animal, etc.) at least three weeks prior to your visit. Full itinerary details and hotel confirmation will be provided by the unit at least two weeks prior to your visit.

**Meals**:

You will need to obtain separate receipts for any meals **not provided by ASU** during your visit and submit them with the reimbursement claim form. Reimbursements for Meals (excluding alcohol) is generally limited to $46.00 per day. As a public university, ASU does not provide reimbursement for alcohol. Please pay for any alcohol on a separate check. If you are reimbursed for meals in excess of the daily $46.00 limit, the excess amount must be coded by the university as income to the consultant. Therefore, any excess amount will be added to the honorarium to be considered additional income.

**Honorarium**:

Once we have received your final Site Visit Report, your honorarium will be processed along with your expense reimbursement.

Please let us know if you have any questions. Again, we appreciate your willingness to take time out of your busy schedule, and we look forward to your visit.

Sincerely,

Unit Head

Title

Program/Unit

Attachment: reimbursement claim form