

SAMPLE LETTER CONFIRMING CAMPUS VISIT ARRANGEMENT

Dear:

You have been selected as a finalist candidate for the _____ position. We have been authorized to bring you to the campus for a personal interview and pay the necessary expenses. This is to confirm that your interview is set up for _____ (time, day, date).

You will need to make your own travel arrangements and keep a record of these travel expenses:

1. Transportation to your local airport from your home (mileage if your car, a receipt if public transportation)
2. Mileage, if within driving distance
3. Airfare (round-trip Coach) to Ontario, California
4. Meals

We have made reservations for you to stay at the _____. If arriving at the Ontario Airport, please follow these instructions:

1. Transportation from Ontario Airport to the _____ in San Bernardino and return is provided by the hotel shuttle. Call for shuttle transportation, phone number _____, extension _____. This number is posted on a bulletin board in the air terminal. Try to avoid making arrangements that would make an after-midnight call necessary. The shuttle cannot be called after midnight.
2. The University has an agreement with the _____ to pay for the accommodations provided the candidates being recruited for positions. You should not pay the hotel for your room and you may charge such things as phone calls, meals, etc. to the bill for your room, but only up to a total of \$89.00 per day.

All expenses with the exception of your hotel room at the _____ will be compiled on a Travel Claim form by the department secretary. Please retain receipts for all travel-related expenses (airfare, meals, etc.) And give them to the department secretary when you arrive. Receipts for expenses you incur on your return trip should be submitted to the department secretary immediately upon your return home so that the Travel Claim form can be completed. Payment of these expenses can usually

made within a week to ten days after the Travel Claim form is submitted.

It is important that you sign the Travel Claim form before leaving campus to facilitate prompt payment.

I hope the above information will be helpful to you as you make arrangements to come to our campus for the interview. If you have other questions, please call (909) _____.

We look forward to meeting you.

Sincerely,

_____, Department Chair
Department of _____