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**[Date]**

[Guest’s Full Legal Name as it appears in their passport]

[Complete Address]

**Dear [Guest’s Name]:**

We are pleased to invite you to visit the University of South Carolina, Department of [Insert Department Name], from [mm/dd/yyyy] to [mm/dd/yyyy]. The purpose of your visit is [EXPLAIN: e.g., interviewing for a faculty position, attending a workshop, presenting a guest lecture, etc.].

The University will provide you with reimbursement of travel expenses in connection with your visit, in accordance with University [**Policy**](https://sc.edu/about/offices_and_divisions/controller/documents/fina_2.50_procedure-travel.pdf) and [**Procedure**](https://sc.edu/policies/ppm/fina250.pdf) FINA 2.50 – Travel. Please carefully review the visas below and **select only one checkbox** that applies to your situation. Without the required documentation listed for your visa classification, reimbursement cannot occur.

If U.S. Customs and Border Protection officers have any questions regarding the business purpose of your visit, they are welcome to contact the department during normal working hours. We recommend purchasing travel insurance covering medical needs, evacuation, and repatriation for the duration of your stay in the United States.

Thank you, and we look forward to welcoming you to the University of South Carolina.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

**ATTACHMENT: DOCUMENTATION REQUIREMENTS**

|  |  |
| --- | --- |
| **Visa Classification** | **Required Documentation to Receive Travel Reimbursement** |
| ☐ **B1, Q, R, U, T** | * PASSPORT
* VISA (*with appropriate stamp*)
* I-94
 |
| ☐ **F1** | * PASSPORT
* VISA (*with appropriate stamp*)
* I-94
* I-20
 |
| ☐ **H1B** | * PASSPORT
* VISA (*with appropriate stamp*)
* I-94
* I-797, if sponsored by USC
 |
| ☐ **H4** | * PASSPORT
* VISA (*with appropriate stamp*)
* I-94
* Employment Authorization Document, if employed by USC
 |
| ☐ **J1** | * PASSPORT
* VISA (*with appropriate stamp*)
* I-94
* DS-2019
* Letter from sponsoring institution authorizing and approving reimbursement, if **not** sponsored by USC
 |
| ☐ **O, P** | * PASSPORT
* VISA (*with appropriate stamp*)
* I-94
* I-797 Notice
* Contract agreement
* Itinerary showing the University listed
 |
| ☐ **TN** | * PASSPORT
* VISA (*with appropriate stamp*)
* I-94
* I-797 Notice, if available, if sponsored by USC
 |
| ☐ **VWB** | * PASSPORT (*with appropriate stamp*)
* I-94
 |

**Note**: Only the visa classifications listed above are authorized to receive reimbursements for travel expenses from the University of South Carolina. Refer to the Payments to Foreign Nationals Matrix for the documentation requirements for other payment types.