INSTITUTE FOR THE STUDY OF THE ANCIENT WORLD

[Name]

[Address]

[Date]

Dear [Name],

I am writing to invite you to [describe academic activity at ISAW].

In connection with [this academic activity], ISAW is able to cover the cost of your roundtrip flights between [city] and New York and [up to X nights] of accommodations in New York. In addition, we are able to reimburse you up to [$X] for ground transportation to and from the airport. Within 30 days of your return home, please send original copies of your travel receipt(s) by post at the following address:

[Name of administrator who will process reimbursement]

Institute for the Study of the Ancient World

15 East 84th Street

New York, NY

10028

USA

We recommend that you retain scans of your receipt(s) in your files in case the originals are lost in the mail.

With all best wishes,

Yours sincerely,

[Director of ISAW]