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 offer you an honorarium of [$X] and arrange and cover the cost of your roundtrip flights between [city] and New York and [up to X nights] of accommodations in New York. In addition, we are able to reimburse you up to [$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.

Please note that your [travel reimbursement] will be processed by the FinanceLink team at New York University. In the near future, you will receive an email from NYU iBuy prompting you to fill out some online forms in connection with your future payment. Please check your inbox and spam folder later this week for a message from “i-Buy NYU <do-not-reply@nyu.edu>." Could I please ask you to respond to this email when prompted? FinanceLink will not be able to process the payment until all relevant online forms are completed.

Please review the enclosed copies of NYU's "Tax Compliance Notification" and "U.S. Tax Information for Nonresident Alien Consultants and Guest Speakers” carefully.

If you are a U.S. citizen, there is no need to fill out and return the "Tax Compliance Form." Please note that U.S. citizens will be required to fill out a W-9 as part of the NYU iBuy registration process, so there's no need for you to send a W-9 at this time in response to this invitation letter.

If you are not a U.S. citizen, please fill out the "Tax Compliance Notification" and return it to [name of administrator sending the invitation] by email as a PDF-attachment at your earliest convenience. Please note that guest speakers are responsible for entering the U.S. under a visa or visa waiver program that allows payment for services, including honoraria or guest speaker fees, and/or reimbursement for travel. If you are unsure of the correct visa category for your travel, we would be happy to reach out to NYU's Office of Global Services on your behalf to ask for advice based on your particular situation.

Thank you for considering this idea.   
  
With all best wishes,

Yours sincerely,

[Director of ISAW]