**Example Script: Arranging for Travel for an On-Site Interview**

Hello Recipient First Name,

We look forward to meeting you on **Tuesday, April 3, 2018** for the on-site portion of the interview process.  Attached you will find a copy of your schedule for the day.  As you will be traveling from out of town you have two options available:

* Make your own travel arrangements using the guidelines below and be reimbursed
* Allow us to make arrangements for you

If you choose to make your own arrangements, please adhere to our guidelines and preferences to ensure allowable charges and reimbursement:

* Airline – roundtrip coach (unless pre-approved medical need otherwise)
* Preferred airlines – Alaska

Hotel Options (Two Day Stay Maximum):

* Silver Cloud <https://www.silvercloud.com/university/>
* Water Town <https://www.staypineapple.com/watertown-hotel-seattle-wa>

Please keep and submit receipts for:

* Airline
* Hotel
* Transportation to and from the airport (tips are not included for reimbursement),
* Luggage check charges, if any
* Meals - you may be reimbursed up to $74.00 per day – without receipts (we will provide lunch for you on the day of your interview – if you have any dietary restrictions, please let me know)

We will arrange for your transportation from the hotel to campus for your interview and back.

If you would like us to make your travel arrangements or have any questions, please contact me as soon as possible.

Safe travels and we look forward to meeting you!

Regards,

[Insert Your Name and Signature Block]