

Sample Letter for Guest Speakers residing in Canada.

Department/Divisional Letterhead

Date

Recipient

Dear Dr. _____

I want to thank you for accepting our invitation to visit Toronto for (purpose of visit). Please allow me to provide some more details with regard to the (chosen topic).

(Here you may provide as much details as you wish, i.e. dates, location, details on the topic and how it serves the University/Hospital/Division etc.)

In relation to your visit, Department of (-----) will cover your travel and lodging expenses including **ECONOMY** class airfare, rail, bus or mileage for use of personal vehicle, meals, taxi (to and from the airport) and parking at the airport. Please submit the attached Expense Reimbursement form along with all original receipts after your visit to our office.

In addition, you will receive an honorarium in the amount of \$.....Cdn. In order for the University to provide you a net honorarium of \$ XXXXXX, the attached Honorarium Payment Form must be completed, signed and returned to our office at least 6 weeks prior to your visit.

If you have any questions related to honorarium payment process, please contact Kristin Parsonson, our Financial Administrator at 416-978-8711 or email kristin.parsonson@utoronto.ca.

Thank you.