

**THIS IS A TEMPLATE ONLY. BUSINESS ASPECTS MUST BE MODIFIED, AND ALL BLANKS AND HIGHLIGHTED AREAS MUST BE ADDRESSED. REMOVE THIS PARAGRAPH AND ALL HIGHLIGHTING ONCE THOSE ASPECTS ARE ADDRESSED. MODIFY DETAILS/VERBIAGE AS REQUIRED.**

\_\_\_\_\_, 202\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Dear \_\_\_\_\_,

The University of Texas at San Antonio (“UTSA”) is pleased to invite you to speak/present at the **Insert UTSA Event Name** at UTSA (the “Event”) on \_\_\_\_\_, \_\_\_\_\_. We agree that you will present on the topic related to **Insert Presentation Topic** on \_\_\_\_\_, 2024 at \_\_:\_\_\_ AM/PM on **UTSA’s Main Campus**.

UTSA will pay for all airfare (coach class only) and hotel lodging as required for you to attend and present at the Event. In addition, UTSA will reimburse you for meals and related expenses, parking, and necessary ground transportation and related reasonable expenses as required for you to attend and present at the Event. Reimbursements will not exceed \$\_\_\_\_\_, and all reimbursements will be subject to the UTSA Travel Reimbursement Rates and procedures located at <https://www.utsa.edu/financialaffairs/resources/financial-guidelines/0904.html>. No other reimbursements are authorized.

You understand that all activities conducted on UTSA’s premises are subject to UTSA Rules and Regulations, including regulations related to personal health, security, environmental quality, safety, fire prevention, noise, smoking, parking and access restrictions.

Please sign on the following page to acknowledge your agreement to the speaking and presentation arrangement described in this letter. Also, please contact **Insert Department Contact** at \_\_\_\_\_ to finalize the details of the speaking and presentation arrangement.

Sincerely,

**Name**

**Telephone and/or email**

*Acknowledged and Agreed:*

**Presenter/Speaker**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*UTSA Budgetary Authorization*

\_\_\_\_\_  
Cost Center/Project ID

\_\_\_\_\_  
Budgetary Signature

\_\_\_\_\_  
Name and Title

*UTSA Authorized Approval*

**The University of Texas at San Antonio**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_