

Please confirm (via E-mail) receipt of this information

Hello – You are receiving this e-mail in connection with your recent invitation to participate in a KITP program. We hope that your visit will be a smooth and productive one.

You will want to make your travel and your hotel reservations as soon as possible. The latest information can be found on our website: <http://www.kitp.ucsb.edu/visitor-info/lodging/short-term>. For stays **fewer than 7 days**, we suggest that you make your reservation at one of the Popular Hotels listed there. All are reasonably close to the KITP and offer a KITP discount. **You must request this discount when you make your reservation, and you must make your reservation directly with the specific hotel to qualify.** University lodging provides reasonable alternatives to the commercial hotels, but it is extremely limited.

For stays of **7 days or longer**, consider the *Extended StayAmerica* or *West Cottages*, which are much more economical than the full-service motels and provide kitchen facilities. Visitors staying at these locations often rent bicycles. Buses carry bicycles in front at no extra charge, so mixed modes of transportation are feasible.

Once you have made your reservation, **please confirm your dates** with me so that we know when to expect you.

Reimbursement:

Please note that KITP can only reimburse actual expenses and cannot advance funds. In order to be reimbursed for lodging and/or transportation, please bring your original receipts. If you are not a US citizen, you will need to show an appropriate status (i.e., B1, J1, H1, WB, PR) in order to be reimbursed. Please bring your employment authorization card or passport, visa and I94 card. Should you have questions regarding your status, or if you will have a J or H visa issued by **another institution**, please contact Timber Kelley at (timber@kitp.ucsb.edu).

*As of January 12, 2009, if you plan to travel on the waiver, you **must** complete an online Waiver Authorization form.* For further information, please see [waiver news](#) on our web site.

Other information to assist you is provided below. We look forward to your visit.

For information regarding the **KITP** and **UCSB campus** (including directions,) please visit our website under the [Visitor Info](#) tab. See, in particular, the links [Prepare for your visit](#) and [UCSB Parking Information and campus maps](#).

NOTE: Parking permits are required at all times. If you plan on driving to campus, please be aware that daily parking rates can be costly, \$8.00 per day. If the daily option is appropriate for your stay, you will need to drive to [Parking Services](#) to purchase a one-day permit. Be sure to identify yourself as "a KITP visitor/faculty member" to obtain the academic permit eligibility status. You can locate Parking Services and the Lot 10 structure on the campus map. Permits can also be purchased from the Lot #10 pay machines near the elevators after business hours (8am-5pm, M-F,) when the Parking Services office is closed.
