



Clear Form

INDIANA UNIVERSITY

NON-EMPLOYEE TRAVEL WORKSHEET

Traveler's Information

Legal First Name: _____

Legal Last Name: _____

Date of Birth (Display as mm/dd/yy): _____

Email: _____

Phone / Mobile (Include area code & country code): _____

Street Address: _____

City: _____

State: _____ Zip Code: _____

Country: _____

Trip Location _____

Travel Start Date & Time (Display as mm/dd/yy): _____

Travel End Date & Time (Display as mm/dd/yy): _____

Personal Time Dates of Travel (if applicable): _____

1. Preferred Airline (Will accommodate preference if able to do so at comparable cost): _____

2. Departure Airport: _____

3. Arrival Airport: _____

Which Expenses will be prepaid by Indiana University (check those that apply)

Airfare

Lodging

Ground Transportation to & from airport

For travelers with a US Bank Account, would you like to be reimbursed via direct deposit?

Yes No

If you indicate that you prefer direct deposit, you will receive an email invitation to register as a supplier.

NON-EMPLOYEE TRAVEL REIMBURSEMENT REQUEST FORM

Clear Form

Legal First Name: _____

Legal Last Name: _____

Faculty or Staff who authorized travel: _____

If requesting per diem, dates and meals (breakfast/lunch/dinner) claiming:

If requesting per diem, list any meals provided by conference, hotel, University, etc:

Expenses to Submit – Check all that apply

<input type="checkbox"/>	Per Diem	\$ _____
<input type="checkbox"/>	Conference Registration	\$ _____
<input type="checkbox"/>	Lodging (Itemized invoice required)	\$ _____
<input type="checkbox"/>	Ground Transportation (Taxi, Uber, Lyft, etc)	\$ _____
<input type="checkbox"/>	Rental Car	\$ _____
<input type="checkbox"/>	Fuel for Rental Car	\$ _____
<input type="checkbox"/>	Flight	\$ _____
<input type="checkbox"/>	Parking	\$ _____

Mileage (If personal vehicle used for travel) _____

Address driven to & from: _____

Other \$ _____ Please Describe: _____

Note:

- Receipts are required to reimburse travel expenses \$75.00 or greater for all IU-affiliated and nonemployee travelers. Airfare, lodging, and rental car expenses require a receipt for reimbursement regardless of amount.
- Receipts must show that payment was made for the expense.
- Typically, payment should have last four digits of credit card number showing payment was made to that credit card.