



Request for Private Car Service

Requesting a private car and the additional costs associated with private car service require pre-approval by the department and Travel Management Service. If a private car is requested, the difference between the shared ride cost and the private car cost must be paid from non-IU funds (such as an IU Foundation account via IUF eDoc transfer). Allowable exception: If shared ride service is not available for the trip, the department may reimburse the cost of private car service, plus gratuity.

*The requesting department must complete the following information and return the form to Travel Management Services via email to travel@iu.edu. When the fully approved form has been returned to the requesting department, it must be emailed to the Limousine Company with your reservation request.

- Traveler name
Traveler Empl ID (employee) OR Arranger's Empl ID (Non-Empl) AND supplier ID
7-digit IU Account Number
Limousine Company name
Reservation date
One Way or Round Trip (select one)

Shared ride cost for services are allowable up to \$76.00 one way, \$152.00 round trip.

- Private car cost \$

By completing this form, I understand that the difference between the shared ride cost and the private car cost must be transferred from an outside source (such as an IU Foundation account via IUF eDoc transfer) to the IU account that is funding this expense. Allowable exception: If shared ride service is not available for the trip, the department may reimburse the cost of private car service, plus gratuity.

(Requestor's Name - Printed) (Requestor's Signature)

*THIS SECTION WILL BE COMPLETED BY TRAVEL MANAGEMENT SERVICES STAFF

(Limousine Company's name) please accept this memo as an approval for a private car.

(Travel Management Services staff signature) Updated 03/25/22
Email: travel@iu.edu