

Name: _____ Today's Date: _____

Circle Trip Type: *In-State* *Domestic (US)* *Foreign*

Trip Dates

Start Date _____ (mm/dd/yyyy)

End Date _____ (mm/dd/yyyy)

Initial Destination

City: _____

State: _____

Country: _____

Circle Trip Structure: *Round Trip* *Multi-Trip* *One-Way*

Circle Method of Travel:

Air Circle Method to Airport: *Personal Car* *IU Car* *Limo* *Shuttle* *Passenger*

Personal Car

Enterprise Campus Rental

Passenger

Account # _____ Purpose: _____

Is any part of your trip being paid by the organizing conference? Yes No

What Part? _____

*Remember to check "Notifications" in OneStart.

If you have not approved me as the Travel Arranger, you must do so first.

Then I will enter the information to start the trip. You must then log in again and check

"Notifications" in OneStart. Clear out the 'FYI'

You have 60 days to provide me with receipts after you take the trip.