Name: ______________________________________________ Today’s Date:___________

Circle **Trip Type**: In-State Domestic (US) Foreign
Circle **Trip Structure**: Round Trip Multi-Trip One-Way

Circle **Method of Travel**:
Air Circle Method to Airport: Personal Car Mileage__________
Personal Car Mileage__________
Motor Pool Rental
Enterprise Campus Rental
Other Rental
Other Method: Bus Courtesy Car Limo Passenger Train N/A

**Round Trip**
Destination: __________________________________________
Date/Time Departure: ______________________________ am or pm (from Bloomington)
Date/Time Arrival: ________________________________ am or pm (back in Bloomington)

**Multi-Trip Destinations**

Destination A: ______________________________ Method of Travel:_____________________
Date/Time Departure: ______________________________ am or pm
Date/Time Arrival: ________________________________ am or pm
Date/Time Departure: ______________________________ am or pm
Destination B: ______________________________ Method of Travel:_____________________
Date/Time Arrival: ________________________________ am or pm
Date/Time Departure: ______________________________ am or pm
Destination C: ________________________________ Method of Travel:_____________________
Date/Time Arrival: ________________________________ am or pm
Date/Time Departure: ______________________________ am or pm
Date/Time Arrival (Bloomington) ______________________ am or pm

**Purpose / Conference Name**:
_________________________________________________________

**Meals & Personal Time**
Are you claiming Per Diem? Yes No Were meals provided? Yes No
Which dates & meals provided: ______________________________________________
Was Personal Time involved? Yes No
Which dates for personal time? ______________________________________________
<table>
<thead>
<tr>
<th># of Receipts</th>
<th>Amount of each receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air</td>
<td>_______________________</td>
</tr>
<tr>
<td>Lodging</td>
<td>_______________________</td>
</tr>
<tr>
<td>Rental Car</td>
<td>_______________________</td>
</tr>
<tr>
<td>Registration</td>
<td>_______________________</td>
</tr>
<tr>
<td>Parking</td>
<td>_______________________</td>
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<tr>
<td>Phone</td>
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<td>Taxi</td>
<td>_______________________</td>
</tr>
<tr>
<td>Tolls</td>
<td>_______________________</td>
</tr>
<tr>
<td>Fuel</td>
<td>_______________________</td>
</tr>
<tr>
<td>Luggage</td>
<td>_______________________</td>
</tr>
<tr>
<td>Other</td>
<td>_______________________</td>
</tr>
</tbody>
</table>

If something was prepaid by IU, please provide original receipt

Additional Information: