

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* _____
 IU Car *Limo* *Shuttle* *Passenger*

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? _____

Reimbursements – make sure ALL receipts are provided and are original

	<u># of Receipts</u>	<u>Amount of each receipt</u>
Air	_____	_____
Lodging	_____	_____
Rental Car	_____	_____
Registration	_____	_____
Parking	_____	_____
Phone	_____	_____
Taxi	_____	_____
Tolls	_____	_____
Fuel	_____	_____
Luggage	_____	_____
Other	_____	_____

If something was prepaid by IU, please provide original receipt

Additional Information: