INDIANA UNIVERSITY

Foreign Expense Worksheet

Please itemize claims and provide exchange rates. Keep the original receipts for all expenses to submit with your reimbursement request.

Lodging: Single room rate plus tax - **do not** include food, phone, etc.

Hotel Name	Country	# of Nights	Rate + Tax	Total	Exchange Rate	US $ Amt.
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$

Rental Car:

Vendor	Country	# of Days	Total	Exchange Rate	US $ Amt.
					$
					$
					$
					$
					$
					$
					$
					$

Other Expenses:

Type of Expense	Country	Currency	Total	Exchange Rate	US $ Amt.
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$