



# INDIANA UNIVERSITY

## PREPAYMENT FORM

- To charge a registration payment or one night's hotel deposit to an IU departmental account, please complete this form along with an Out-of-State Travel Authorization. The authorization form does not apply to In-State trips.
- If you have a registration form, lodging invoice, or any other documentation you would like to accompany the payment, please make sure you attach and send to Travel Management Services.
- Please send this form, travel authorization, and any attachments to Travel Management Services via campus mail to Poplars 120, BL or fax to (812) 855-8866

Company Name (payee) \_\_\_\_\_

Company Address \_\_\_\_\_

Traveler's Name \_\_\_\_\_ Traveler's Net ID \_\_\_\_\_

In-State Trip \_\_\_\_\_ Out-of-State Trip \_\_\_\_\_

Department Code \_\_\_\_\_ Request Number (for Out-of State only) \_\_\_\_\_

IU Account number to be charged \_\_\_\_\_ Amount \_\_\_\_\_

Dates of Travel \_\_\_\_\_

Destination \_\_\_\_\_

Special Handling Instructions \_\_\_\_\_

\_\_\_\_\_

Documents to accompany check \_\_\_\_\_

Preparer's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Fiscal Officer Signature \_\_\_\_\_ Date \_\_\_\_\_