The Office of Procurement Services is comprised of 4 units: Purchasing; Travel Management Services; Procurement Services; and Business Diversity. Because of the structure of Procurement Services, we are combining information into units to provide you with a comprehensive overview of the services offered.

**Business Diversity**

Manages IU Trademark portfolio & Licensing program for all IU items.

**Travel Management Services**

Develops contracts with frequently used vendors to reduce costs, mitigate risks and the University.

**Procurement Services**

Recognizes obligations to all internal and external constituencies. Procurement Services fosters an ethical, responsive and efficient environment that reduces costs and risks to the University.

**Purchasing**

Manages all aspects of Purchasing, including the buying process, negotiations, contracts and agreements, internal controls, and more.

*Note:* If you have questions, contact Larry Stephens, Supplier Diversity Manager. jlmimms@iu.edu

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**Travel Management Services**

The Office of Procurement Services offers a variety of travel options and solutions.

**Travel Reimbursements**

For instructions regarding the process for a one-time lodging deposit, visit the Travel website to view the Travel Reimbursement form. You can also open a REQS search document and enter the REQS number. OR, you can use the online requisition form. OR, you can provide coverage if you rented a vehicle. This helped keep travel costs down.

**Travel Insurance**

If you have questions about travel insurance, Todd Reid, Manager of Travel Management Services, is available at t.preid@iu.edu.

**Direct Bill Hotel**

IU has three options for prepaying lodging expense on behalf of travelers. Employees are required to pay their lodging expense and be reimbursed by providing a copy of the bill. The process is as follows:

1. **Hotel Online Reservation**
   - This option is for in-state travel. The online reservation process can be used for individual or group reservations.
   - For instructions regarding the process for a one-time lodging deposit, visit the Travel website.
   - For in-state travel, you can use the online requisition form.
   - For lodging expense reimbursement, you can use the nonemployee Disbursement Voucher number and direct deposit.

2. **Direct Bill Hotel**
   - This option is for out-of-state travel. The lodging expense must be pre-approved, and you will need to provide a copy of the bill.
   - For instructions regarding the process for a one-time lodging deposit, visit the Travel website.
   - For nonemployee travelers only, you can use the online requisition form.
   - For lodging expense reimbursement, you can use the nonemployee Disbursement Voucher number and direct deposit.

3. **Hotel Online Booking**
   - This option is for out-of-state travel. The lodging expense must be pre-approved, and you will need to provide a copy of the bill.
   - For instructions regarding the process for a one-time lodging deposit, visit the Travel website.
   - For nonemployee travelers only, you can use the online requisition form.
   - For lodging expense reimbursement, you can use the nonemployee Disbursement Voucher number and direct deposit.

**Travel Insurance**

If you have questions about travel insurance, Todd Reid, Manager of Travel Management Services, is available at t.preid@iu.edu.

**Surplus**

The Surplus Store sells a variety of items, including electrical items, office supplies, and more. Visit the IU Bloomington campus IUB Mail Services Campus Mail pick up location. It's as easy as that! If you have questions, contact Lynn Mimms, Surplus Store Manager. lynn.mimms@iu.edu.

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**Vendors**

If you have questions about vendors, contact Lynn Mimms, Surplus Store Manager. lynn.mimms@iu.edu.

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**Trademarks**

If you have questions about trademarks, contact John Johnson, Trademark Manager. john.johnson@iu.edu.

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