PREPAYMENT FORM

- This form should be used for prepayment requests other than IU employee/student conference registration or one-night lodging deposit.
- You must have an approved trip in the travel system for employee/student travel or a DV created in the nonemployee’s name before submitting this form to Travel.
- Supporting documentation (such as an invoice) is required to substantiate the payment request.
- Please scan and email this form and supporting documentation to Travel Management Services at travelbl@indiana.edu, mail via campus mail to Poplars 613, BL, or fax to (812) 855-8866.

Company Name (payee) ____________________________________________________________

Company Address __________________________________________________________________

Traveler’s Name __________________________________________________________________

Trip ID # (for employee/student) ___________    DV # (for non-IU traveler) __________

IU Account number to be charged _____________   Amount ______________________

Dates of Travel __________________________________________________________________

Destination ________________________________

Special Handling Instructions ______________________________________________________

________________________________________________________________________________

Documents to accompany check/ info for check stub

________________________________________________________________________________

Preparer’s Name ___________________________   Phone # ____________________________

Fiscal Officer Signature ______________________   Date __________________________

(Note: only required for payments associated with nonemployee traveler)