



# INDIANA UNIVERSITY

OFFICE OF TRAVEL MANAGEMENT SERVICES

## 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](mailto: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)