

Non-Employee Travel Checklist

Traveler's Name:

Purpose of Travel (no acronyms):

Service Performed:

Place of Performance:

Regular Employer:
(Name & Address)

Dates of Travel:
(Date & Time)

Start Date

Start Time

End Date

End Time

Home Address:

Airport location (City & State):
(For mileage reimbursement)

DV Number:

IU Account/Sub-Account to be used:

Travel Reimbursements:
(Advise vendors to keep original receipts)

Airfare:

Automobile Rental:

Fuel:

Baggage Fees:

Conf. Registration:

Parking:

Taxi:

Lodging:

Limousine:

Internet:

Honorarium:

Mileage:

Other Expenses:

Non-Resident Aliens: Submit W-8BEN form, Tax coversheet, copy of I-94 departure card or stamps on passport
(Individuals on a B-2 or VWT should only be invited to participate in an academic activity if they are already in the US. Anyone currently outside of the US who is invited to IU should be advised to obtain B-1 or VWB status.)

US Citizens and Resident Aliens: Submit W-9 form

Notes:

Submitted by: _____

Date: _____

Email: _____

Phone: _____