Non-Employee Travel Checklist

Traveler’s Name:

Purpose of Travel (no acronyms):

Service Performed:

Place of Performance:

Regular Employer:
(Name & Address)

<table>
<thead>
<tr>
<th>Dates of Travel: (Date &amp; Time)</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

DV Number:

IU Account/Sub-Account to be used:

Travel Reimbursements:
(Advise vendors to keep original receipts)

<table>
<thead>
<tr>
<th>Baggage Fees:</th>
<th>Conf. Registration:</th>
<th>Parking:</th>
<th>Taxi:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging:</td>
<td>Limousine:</td>
<td>Internet:</td>
<td>Honorarium:</td>
</tr>
<tr>
<td>Mileage:</td>
<td>Other Expenses:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 VVB status.)

US Citizens and Resident Aliens: Submit W-9 form

Notes:

Submitted by: ____________________________  Date: ________________
Email: ____________________________  Phone: ____________________________