

JOURNALISM UNIT/THE MEDIA SCHOOL

Travel Expense Form

(Please list ALL expenses below.)

NAME: _____

TRIP: _____

| EXPENSES | AMOUNT PAID BY YOU | PREPAID BY IU |
|-------------------------------|---------------------------|----------------------|
| CAR RENTAL | | |
| LODGING | | |
| AIR FARE | | |
| REGISTRATION FEE | | |
| TAXIS / SHUTTLES/TRAIN | | |
| INTERNET | | |
| PARKING | | |
| TOLLS | | |
| OTHER EXPENSES | | |

1) MISSING RECEIPT FOR: _____ AMOUNT _____

REASON: _____

2) MISSING RECEIPT FOR: _____ AMOUNT _____

REASON: _____

TRAVELER'S SIGNATURE: _____ **DATE:** _____

ARRANGER'S SIGNATURE: _____ **DATE:** _____