JOURNALISM UNIT/THE MEDIA SCHOOL

Travel Reimbursement Instructions

• Please complete the electronic Journalism Faculty & Staff Travel Authorization form for ALL travel BEFORE your trip. The travel authorization form can be found at: http://mediaschool.indiana.edu/forms/
• The Media School Finance Office will process the authorization through the Travel@IU system. About a week before your trip you will receive a “GREEN” travel folder in your mailbox.
• Please complete the “PINK” in-state travel form OR the “BLUE” out-of-state travel form during or within 14 days of trip completion.
• Please place ALL original receipts into the “GREEN” folder and list your expenses on the provided Travel Expense form in your packet.
• Please return entire folder, forms and envelope of receipts to The Media School Finance Office for processing.
• Per IU Travel Policy timeliness is very important. If travel reimbursement is not processed in a timely manner, the result could be the reimbursement would be processed through payroll and taxed or denied altogether.

NOTE TO TRAVELERS: Please be sure that you have completed the direct deposit option for travel reimbursements through OneStart. In OneStart, go to the Services tab. On the right, under My Finances, go to Direct Deposit sign up. Complete the Travel Reimbursement information.