

# Travel Management Services Trip Coversheet

Document Id: 33335311



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## Instructions:

- Print coversheet from the trip confirmation page.
- Write contact information (name, phone number, and date) in the space provided on the Trip Coversheet.
- For each expense being claimed, a corresponding original receipt must be submitted.
- Tape small receipts to a letter size sheet of blank paper.  
Larger receipts, such as lodging receipts, do not need to be taped to a sheet of paper.
- NOTE: Do not send loose receipts. The document will be returned if receipts are not properly submitted.
- Write the Document Id 33335311 and the Trip Id 1240361 at the top of each page of receipts.
- Paper clip receipts to the back of the Trip Coversheet.
- Mail Trip Coversheet and receipts via campus mail to the following address for processing:

Email Trip Coversheet and receipts to [receipts@iu.edu](mailto:receipts@iu.edu)

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<b>Trip Id</b>	<b>Traveler</b>	<b>Request Submitted By</b>
<b>1240361</b>	JPPETERS	JPPETERS
	JUSTIN P PETERS	JUSTIN P PETERS

<b>EXPENSES</b>	<b># OF RECEIPTS</b>
Lodging	1
Parking	1
Taxi	2
<b>TOTAL</b>	<b>4</b>

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_