

**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: \_\_\_\_\_