

Procedures for the Trentham Travel Award

There are three (3) steps to receive the Trentham Travel Award.

Step 1

Complete the Trentham Travel Award application and attach your original receipts to the form. (<http://site.educ.indiana.edu/Portals/208/Travel%20application.pdf>)

Step 2

Take the completed form to Charlene Conner in Educ 4042. At that time you will need to complete and sign an **INDIANA UNIVERSITY OUT OF STATE DEPARTMENT TRAVEL AUTHORIZATION**. This form will be submitted to the Travel Department. In about a week you will receive an **INDIANA UNIVERSITY TRAVEL REIMBURSEMENT FORM** in the campus mail (Sometimes the form goes directly to Charlene. If this happens, she will notify you via e-mail).

Step 3

Take the signed **INDIANA UNIVERSITY TRAVEL REIMBURSEMENT FORM** to Charlene in Educ 4042. She will process the reimbursement form along with your original receipts. A check will be mailed to your home address.