

Procedures for the Trentham Travel Award*

Step 1

Trentham Travel Award - After you return from your trip, complete the Trentham Travel Award application and attach your original receipts to the form (hotel, airplane, rental car, etc). (<http://education.indiana.edu/Portals/208/TrenthamTravel%20application%20form.doc>)

Step 2

Direct Deposit Reimbursement form - To complete this form go to: <http://www.indiana.edu/~travel/traveling/traveling.shtml>; scroll down the page and click on *Direct Deposit Reimbursement*. Then click on *Travel Reimbursements* and complete the direct deposit form. All travel reimbursements are paid via direct deposit. (Only needs to be done once)

Step 3

Take the completed form and receipts to Charlene Conner in Educ 4042. At that time you will need to sit down with her to complete the electronic Travel Request form. This form begins the process of reimbursing you for your expenses. You will receive an e-mail from the Travel Management Office that will ask you if you want Charlene to process your travel in the IU system. Answer **YES** to each question. During processing you will also receive a FYI message from Travel Management. Click on the FYI button at the bottom of the page. This message is just information letting you know Charlene is working on your behave.

*Travel awards are limited to available funding. The department will make every effort to fund all who apply, however, applying for a travel award does not guarantee you will receive an award.