

## FORM FOR REPORTING TRAVEL COSTS BY CORNELIUS O'BRIEN LECTURERS

Cornelius O'Brien Lecturers are paid an honorarium and travel costs by separate checks. Both will be paid after the event once all forms are completed. The travel expenses are paid on the basis of the report made on this form. The O'Brien Lecture Series will reimburse Lecturers for normal travel costs, in accord with Indiana University travel policy, which establishes limits. The University can reimburse only for coach fare airline tickets. Please see following pages for more information regarding travel reimbursement or Indiana University travel policies. **A receipt should always be obtained and only original receipts should be submitted with this form.**

**If a certain section below does not apply in your circumstance please leave blank.**

### 1. Address Payments should be mailed to (please print clearly)

Name \_\_\_\_\_

Social Security #: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

**\* Original receipts are required for all reimbursement!**

### 2. Transportation

Departure Date \_\_\_\_\_

Return Date \_\_\_\_\_

Air travel Ticket amount: \$ \_\_\_\_\_  
(THE ACCOUNTING DEPARTMENT REQUIRES THE CARDBOARD AIRLINE TICKET FOR REIMBURSEMENT)

Travel by personal vehicle  
(YOU MUST PROVIDE THE FOLLOWING INFORMATION)

Number of miles roundtrip \_\_\_\_\_ x \$0.505 = \$ \_\_\_\_\_

Mileage is reimbursable at \$0.505 per mile for the first 500 miles and \$.25 per mile 501-3000 miles. Gas is included within mileage reimbursement. Please be sure to turn in accurate mileage. This will be checked with a mapping service.

**Indiana University and the Cornelius O'Brien Lecture series are not responsible for traffic violations, accidents or damage to personal vehicles used for travel. Traveler must be able to provide current drivers license and insurance information upon request.**

### 3. Lodging

Hotel Name: \_\_\_\_\_

\_\_\_\_\_

Check in Date/ Time \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_:\_\_\_\_ am/pm

Check out Date/ Time \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_:\_\_\_\_ am/pm

Dollar amount *per night* \$ \_\_\_\_\_

**Total Lodging Fees (with taxes)** \$ \_\_\_\_\_

### 4. Meals

Restaurant Name	Date / Time	Amount (with tip & taxes)
		\$ _____
		\$ _____
		\$ _____
		\$ _____

**Total Meals** \$ \_\_\_\_\_

### 5. Incidental Travel (parking, taxis, shuttles, rental cars and miscellaneous expenses.)

Expense	Date	Amount
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____

**Total Incidental Travel** \$ \_\_\_\_\_

### 6. Totals

Total (section 2) \$ \_\_\_\_\_

Total (section 3) \$ \_\_\_\_\_

Total (section 4) \$ \_\_\_\_\_

Total (section 5) \$ \_\_\_\_\_

**Total Requested Travel Reimbursement** \$ \_\_\_\_\_

I certify that I am not being reimbursed from another source for any portion of the requested payment and that everything stated above is correct to the fullest extent of my knowledge. **REQUIRED**

Traveler \_\_\_\_\_

Date \_\_\_\_\_

Please mail all receipts and this form :

O'Brien Lecture Series  
c/o National Council on Public History  
327 Cavanaugh Hall – IUPUI  
425 University Boulevard  
Indianapolis, IN 46202

Should you have any questions or concerns  
please call 317-274-2716 or email  
ncph@iupui.edu

### Basic Guidelines

All travel paid for by University administered funds must be done in compliance with University travel regulations. These regulations apply to federal research grants/contracts, (when grant regulations are more liberal than University regulations, the latter will be applied) auxiliary operations, general funds, restricted funds and any funds administered through an IU account. At the discretion of the department account manager **more stringent** guidelines may be applied.

As a state-funded institution Indiana University's travel regulations follow policies established by the Indiana State Legislature and the State Budget Agency.

The basic rationale underlying all University travel regulations is to incur the lowest practical travel expense while completing the travel process in an efficient and timely manner. When evaluating the most cost effective means of travel the individuals' schedule and time constraints must be taken into account. However, certain restrictions are required by State Travel Regulations, *e.g.*, IU cannot reimburse for First Class or Business Class travel. Persons traveling on official University business represent IU and have the duty to exercise care to avoid impropriety. University administered funds should never be used for personal gain.

### Personal Cars

- IU requires travelers using personal vehicles on IU business to carry a minimum of insurance:
  - \$50,000 for personal injury to, or death of, one person
  - \$100,000 for injury to, or death of, two or more persons in one accident
  - \$25,000 for property damage
  - IU recommends you raise coverage to \$100,000/\$300,000/\$100,000
- Repair of a personal car is the owner's responsibility.
- The University does not reimburse for parking, speeding tickets, or any violations, flat tires, dead batteries, and etc.
- Mileage is determined by using official state highway maps.

### Other issues to consider:

- A person who chooses to drive or travel by rail rather than fly may be in paid travel status for a maximum of two full days (one day before and one day after) the official business. The reimbursement for mileage or train passage may not exceed the cost of comparable 30-days advance purchase airfare rates.
- Mileage for personal car transportation is paid from either their work location or from the home whichever is closer.
- Claims for hospitality expenses cannot be processed as travel reimbursements.

### Mileage Rates

Mileage reimbursement is:

- \$0.505 per mile (Effective January 1, 2008) for the first 500 miles
- \$0.25 per mile for 501-3000 miles
- Nothing for miles in excess of 3000
- Fuel charges and wear and tear on personal vehicles used in this manner are included in the mileage reimbursement. Separate fees for either charge will not be accepted.

### Rental Cars

- The University requires that you obtain the least expensive practical vehicle. Please remember to refuel your rental car prior to its return and save the gas receipts for reimbursement. Refueling rates charged by the rental agency are extremely expensive. One way or drop off charges can be reimbursed but since these add significantly to travel costs they should be avoided whenever possible.
- When traveling in the United States, the University will not reimburse you for any optional coverage's, such as the Loss Damage Waiver, Supplemental Liability Insurance, Personal Effects Coverage and Personal Accident Insurance. Loss Damage Waiver is included in the rate program and should be declined. Accepting the Loss Damage Waiver Option would simply duplicate the negotiated program benefits. The Loss Damage Waiver is included on business and personal rentals. The Loss Damage Waiver (LDW) eliminates the renter from responsibility when the care is involved in either a collision or comprehensive incident (theft, fire, vandalism, damage to vehicle as a result of hitting another car/object).

### Original Receipts

These receipts must accompany travel reimbursement request forms - **photo copies and travel itineraries are not acceptable.**

Airline Ticket Stubs (only on non-prepaid airline tickets)	Hotel
Car Rental (Unable to accept pre-calculation or estimated receipt)	Parking (long term only)
Registration Fees	Taxi/ Shuttles
Train (no sleeping accommodations - one day en-route each day)	Tolls
Bus Fares	

For more information regarding travel reimbursement or Indiana University travel policies please visit their website at:  
<http://www.indiana.edu/~travel/>