

## TINKER 2009 TRAVEL FORMS INSTRUCTIONS

### **OUT OF STATE DEPARTMENT TRAVEL AUTHORIZATION FORM**

Complete the following areas:

- i. Name
- ii. NET ID (your IU email alias)
- iii. Phone
- iv. Destination
- v. Dates of Travel
- vi. Cost of Airline Ticket
- vii. SIGNATURE

### **TRAVEL ADVANCE FORM**

Complete the following areas:

- i. Name
- ii. Leave advance amount blank if you want the maximum amount
- iii. Net ID (your IU email alias)
- iv. Travel Dates
- v. Traveler Signature – SIGN
- vi. DATE