

### Fiscal Reminders for Campus Guests:

- Coordinate travel arrangements with University (i.e. lodging, airfare, transportation etc.). IU has negotiated contracts with many vendors.
- Keep receipts for out of pocket expenses. An itemized receipt is required that details what items were purchased as well as shows that payment was made. Alcohol cannot be reimbursed. Each guest must have their own receipts.
- Complete new vendor paperwork as soon as possible for timely reimbursements. As a reminder, completed documentation can be returned in person, by fax or by US mail. Email cannot be used for submitting this documentation. Also remember to return the signed Payee Certification Form to your campus contact.