



## **PRELIMINARY TRAVEL FORM**

*After downloading and completing this form, please save to your local device and email as a pdf attachment to [lawadmis@iu.edu](mailto:lawadmis@iu.edu).*

### **Admitted Student**

Name:

LSAC Account#:

Address:

### **Date(s) of Visit:**

### **Where are you staying?**

IU Room Block - Biddle Hotel (March or April) or Hyatt (April)

Individual Rate (any hotel) - not in IU's room block

N/A (No overnight or staying with friend/family member/at an AirBnB)

### **Will you have other expenses to claim? (Please check all that apply.)**

Airfare

Mileage

Airport shuttle

Bus

Rideshare/Taxi

### **To be reimbursed by IU, you MUST abide by the following:**

- The hotel reservation MUST be made in the admitted student's name (even if the credit card being used is from someone other than the admitted student).
- You must provide a copy of the paid receipt (in the admitted student's name) showing zero balance along with a [Reimbursement Request Form](#). This information should be emailed to our office (within 72 hours of your stay) to [lawadmis@iu.edu](mailto:lawadmis@iu.edu).
- We can only reimburse visitors who stay at traditional hotels (AirBnB, B&B, or other non-traditional accommodations cannot be reimbursed).