



INDIANA UNIVERSITY

OFFICE OF STUDENT ORGANIZATION ACCOUNTS
Bloomington

Travel Itinerary for Purchase Card Order

Trip/Event Purpose: _____

Please list all travelers' names and affiliation with IU (student, employee, non-student, non-employee). Please print information legibly.

Names

Affiliation

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please provide a complete trip itinerary.

Date(s)

Location

_____	_____
_____	_____

Treasurer's Signature: _____ Date: _____

Treasurer's Name (printed): _____

Advisor's Signature: _____ Date: _____

Advisor's Name (printed): _____

The use of the IU Travel card to pay for these activities where a SOA account is being used is ONLY used as a payment mechanism. The use of the Travel card for payment is NOT any indication of a relationship between the Student Organization and Indiana University and nor does the use of this payment mechanism create any relationship or provide for any liability or insurance as the student organization is not considered a part of the University business activities.