



Non-Employee Traveler Profile Setup

Instructions for traveler: Welcome to Indiana University! The following details are required for non-employee guests traveling on IU-funded business. Please ensure details match the spelling on your identification documents or there may be delays in travel security or reimbursement. When finished, save this completed document and return it to your IU department contact.

First Middle Last

Legal Name

Preferred Name Country of Origin: Select the country in which you are taxed as a resident.

Email Address Phone Number with Area Code / Country Code

Street Address

City/town State/province

Postal code Country

Travel reimbursements are issued after the conclusion of the trip. How would you like to receive reimbursements?

Select one	Payment Method	Requirements
	Mailed paper check	<ul style="list-style-type: none"> United States addresses only Mailed to the address you provide above
	Direct deposit	<ul style="list-style-type: none"> United States bank accounts only You will be invited to log into IU’s payment portal, BUY.IU, and enter your own banking details. Direct deposit cannot be made until you complete these details.
	Wire transfer	<ul style="list-style-type: none"> NON-United States bank accounts only Collect the wire transfer routing details from your local banking institution and communicate them securely to your IU department contact.

Complete the fields below if IU is booking travel (airfare, lodging) on your behalf.

Gender Date of Birth (MM/DD/YYYY)

If your ID lists “Gender X” and you’d like to update your boarding pass to match, visit the website or ticketing counter of the airline you’re traveling with. Learn about the [TSA’s policies on transgender/gender-nonconforming passengers](#).