



	Mileage:	
#of miles _____	x \$0. _____/mile:	\$ _____
	Lodging:	\$ _____
	Per Diem:	\$ _____
	Other:	\$ _____
	TOTAL:	\$ _____

Other program-related expenses, excluding meals, above the ADVANCE award amount. (Describe the expenses and the amounts. Your College may be able to count this as match for the ADVANCE grant.):

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Checklist

Did you:

- ✓ Complete the entire **Remittance Form**
- ✓ Include a copy of the Conference Program (if applicable)
- ✓ Include a copy of your Travel Request Form
- ✓ Include receipts
- ✓ Include other documentation of expenses (such as MapQuest mileage)

For remittance, you have two choices:

1. Have your department complete your Travel Voucher and use the ADVANCE account for remittance (they should call Rebecca Wood for the account number). Your department must then send a copy of your **APO/Travel Voucher** and copies of your receipts to the ADVANCE Office. Please write (or use a sticky note) to indicate for which initiative the payment was used (ex: CAP, REAP, ADLS, etc.).

Send to:

*Rebecca Wood  
Project Coordinator  
NSF ADVANCE Office  
25A Seaton Hall  
Manhattan, KS 66506  
(785) 532-6088  
[rwood@ksu.edu](mailto:rwood@ksu.edu)*

-OR-

2. Personally complete the **Remittance Form** and send it and your original receipts to the ADVANCE Office.