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**ADVANCE Distinguished Lecture Series Remittance Form**

# **Checklist**

Collect photos from your visit and share with KAWSE, if you grant them permission to share on social media and in promotion materials.

Collect and make copies of all itemized receipts.

Submit your original itemized receipts and any completed W-9’s to your department accountant

for reimbursement through your department.

Complete this ***Remittance Form*** (some information you must get from your department accountant, so please communicate with them early about this process)).

Complete the ***ADLS Report Form*** [found on our website.](https://www.k-state.edu/kawse/advance/ADLS.html)

Send completed Remittance Form with a copy of all itemized receipts, completed ADLS Report

Form, and photo(s) electronically to:

**Mitzi Argyle, KAWSE Administrative Assistant,** [**kawse@ksu.edu**](mailto:kawse@ksu.edu)**, 785-532-6088**

**KAWSE Office, 215B Fairchild Hall, 1601 Vattier St., Manhattan, KS 66506**

**Expenses**

*Please fill in the table below “List of ADVANCE-funded expenses” The final column, labeled “Recipient of remittance” should reflect who the department reimbursed for the initial expense (i.e., who initially paid the expense). KAWSE will make one lump transfer of funds to your department.*

List of ADVANCE-funded expensesAmountRecipient of remittance

Speaker Fees/Honorarium $ Enter amount here. Enter name here.

Airline Tickets $ Enter amount here. Enter name here.

Lodging $ Enter amount here. Enter name here.

Travel Meals (not including alcohol) $ Enter amount here. Enter name here.

Other (please specify below) $ Enter amount here. Enter name here.

Provide description of the “other” charges in this space.

TOTAL $ Enter amount here. Enter name here.

# **Awardee Information**

Name Click or tap here to enter text.

Name of Department/College Click or tap here to enter text.

Name of Department Accountant Click or tap here to enter text.

Budget Transfer to (prefer 2000 or 2160 source) Click or tap here to enter text.

\*please note that KAWSE will be transferring 2160 funds, so please choose your account with that in mind.

Work Telephone/Email: Click or tap here to enter text.

# **Speaker Information**

Name Click or tap here to enter text.

Name of Institution/University Click or tap here to enter text.

Title of Seminar Click or tap here to enter text.

Date of Seminar Click or tap here to enter text.

Work Telephone/Email Click or tap here to enter text.