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**ADVANCE**

**Postdoctoral Researcher Travel Fund Remittance Form**

# **Checklist**

Collect photos from your visit.

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 the ***Remittance Form*** (either you or your department accountant can complete this).

Complete the ***Postdoctoral Researcher Travel Award Report Form*** found on our website.

Send completed Remittance Form with a copy of all itemized receipts, completed Postdoctoral Researcher Travel Award Report Form and photo(s) electronically to:

**KAWSE Office, 785-532-6088,** [**kawse@k-state.edu**](mailto:kawse@k-state.edu)

**Expenses**

*(please indicate the expense amount and to whom each expense was reimbursed by your department ie. who initially paid the expense. KAWSE will make one lump transfer of funds to your department.)*

List of ADVANCE-funded expensesAmount Recipient of remittance

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) $ Enter amount here. Enter name here.

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

**TOTAL $ Enter amount 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.

Work Telephone Click or tap here to enter text.