



## COMPTROLLER'S OFFICE

ALABAMA A&M UNIVERSITY | [www.aamu.edu](http://www.aamu.edu) | (256) 372-5205

# Travel Advance Remittance Form

This form should be completed in its entirety and submitted with payment to the Cashier's Window located in Patton Hall (1st floor) for the returning of unused travel advance payments. One form should be submitted for each encumbrance. **Note: If your trip was cancelled or you did not use any of the advance, the submission of a Travel Expense Report is not required.**

Name of Advance Recipient: \_\_\_\_\_

Banner ID of Advance Recipient: \_\_\_\_\_

Travel Purpose: \_\_\_\_\_

Encumbrance Number: \_\_\_\_\_

Travel Start Date: \_\_\_\_\_

Travel End Date: \_\_\_\_\_

Travel Location(s): \_\_\_\_\_

Name of Sport/Group Travel: \_\_\_\_\_

Remittance Amount: \_\_\_\_\_

\_\_\_\_\_  
Name of Remitter (if different from above)

\_\_\_\_\_  
Signature of Remitter

\_\_\_\_\_  
Date of Remittance