LIQUIDATION REQUEST FORM

Effective June 1, 2020, the Comptroller's Travel Department would like for all liquidation request to be sent in the following format. The format will help to ensure that the Travel Department has the correct information. Liquidations are processed once a month (17th of each Month) by the Comptroller's Travel Department. If the 17th falls on a weekend, the liquidations will be processed that following Monday.

Email the completed form to Travel1@aamu.edu

Requestor Name	Traveler Name	Traveler A Number	Encumbrance or Purchase Order Number	Liquidation Amount	FOAP Number	FY for Posting	Date of Liquidation Request