

Liquidation Request Format

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.

Requester Name	Traveler Name	Traveler A Number	Encumbrance Number	Liquidation Amount	FOAP Number	Date of Liquidation Request

Princess Pelmer-Ritchie, MBA
Interim Travel Supervisor
Comptroller Office Travel Department