

School of Humanities & Social Sciences: **SCHOLARLY FUNDS REQUEST FORM**

**STEP 1: *Submit Form to Jackie May by deadline.***

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

What will the requested funds be used for and how will this advance your research, scholarship, and/or creative accomplishment?  
(If travel, also complete Step 2.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT REQUESTED: \$  Signature: \_\_\_\_\_

**STEP 2: *(If applicable) Complete This Section for Travel.***

*At least 14 days prior to travel, submit your plans for coverage of your classes to your Program Chair and via email to: [HSSOffice@psu.edu](mailto:HSSOffice@psu.edu)*

1. Dates of travel: \_\_\_\_\_

2. Name of meeting: \_\_\_\_\_

3. Location of meeting: \_\_\_\_\_

Your Role:  Presenter  Moderator  Organizer  Attendee Only  Other -Explain: \_\_\_\_\_

4. Title of your paper, if applicable: \_\_\_\_\_

5. Estimated expenses:

a. Conference registration fee: \$ \_\_\_\_\_

b. Transportation, air, rail, car, taxi or bus: \$ \_\_\_\_\_

c. Lodging and tax (\_\_\_\_ days x \$ \_\_\_\_\_ rate): \$ \_\_\_\_\_

d. Meals (\_\_\_\_ days x \$ \_\_\_\_\_ per day): \$ \_\_\_\_\_

e. Other expenses: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**PROJECTED TOTAL TRAVEL EXPENSES** \$ \_\_\_\_\_

Have you applied for/received any other support for the above? \_\_\_\_\_ No \_\_\_\_\_ Yes Amount \$ \_\_\_\_\_

Source(s): \_\_\_\_\_

**DIRECTOR'S SIGNATURE:**

Approved \$ \_\_\_\_\_  Not approved Signature  Date:

NOTES: \_\_\_\_\_