

**Request to Draw from Murphy Scholar Fund**

Use this form to request an approved withdrawal from your Murphy Scholar Study-Travel-Allowance Fund. Keep in mind that Murphy Scholars may use these funds for

* approved expenses for a Murphy Scholar Cocurricular project;
* expenses not automatically covered by other specially endowed projects in literature and language for which the Scholar qualifies, such as Hendrix-Murphy’s summer language programs, Hendrix-Murphy Study Abroad Scholarships, or Odyssey Endowed Professorship projects in literature and language. Examples of such allowable expenses include airfare, individual monetary contributions required for the trip, and tuition and fees at host partner institutions, where those exceed the amount covered by all other grants. These are considered allowable expenditures that do not require an application process or a specific research proposal distinct from the experience itself.

We can work with you either on a receipts-and-reimbursement basis or by coordinating with you to make purchases and bookings directly in your name. You must provide receipts (electronic or paper) as documentation in order to be reimbursed.

Murphy Scholars must remain in good financial standing with Hendrix College in order to draw from their Murphy Scholar Funds or receive any additional funding. Consult the Business Office if you are uncertain whether your account is in good standing.

**FINANCIAL OBLIGATION: I hereby acknowledge my obligation to complete the project for which these funds were expended within ONE YEAR of submitting this form or by the time of my GRADUATION from Hendrix College, whichever comes first. If I fail to participate in the project or am unable to complete the project prior to the deadline established in the preceding sentence, I shall refund to the Hendrix-Murphy Foundation the full amount expended on my behalf.**

By electronically signing below, I affirm that I have read, understood, and agreed to the above terms:

**SIGNATURE:** Please type your name here to sign. **DATE:**

**ID Number:**       **Amount Requested To Draw**: $

**Intended Purpose(s)**—*Please check one and fill in the details as requested.*

[ ]  approved expense for an approved Murphy Scholar Cocurricular project:

 Title of project:

Specific expense/s (itemize):

[ ]  airfare from       to       in order to participate in the following activity for which I have been selected:

 [ ]  Hendrix in Madrid

 [ ]  Hendrix in Taiwan

 [ ]  Hendrix in Tours

[ ]  Hendrix in Graz

 [ ]  Hendrix-Murphy Study Abroad Scholarship

 [ ]  Oxford Programme for Undergraduate Studies

[ ]  Oxford Honours Programme

 [ ]  Odyssey Endowed Professorship trip led by

 [ ]  Other faculty- or staff-led trip to       led by

[ ]  individual monetary contribution for

[ ]  tuition at host partner institution Name of Institution:

[ ]  required student fees or other educational expense at host partner institution

 Type of fees (specify):

[ ]  other (requires Director’s approval):

Please submit this form, along with your documentation, to Ms. Sarah Engeler-Young (engeler-youngs@hendrix.edu) by email.