

**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.

**Murphy Scholar’s Name**: CLICK IN GREY FIELDS TO ENTER TEXT. **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 Shanghai

 [ ]  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 or in person on the 3rd Floor of the Murphy House.