

## Instructions for Preparing Scholarship Payment Request/Financial Report Form

1. Enter your name.
2. Enter your email address.
3. Enter the Scholarship Award Number assigned by the State Justice Institute.
4. Enter the month, day, and year for the beginning and end of the award period as indicated on the scholarship award document.
5. Enter your telephone number.
6. Enter “yes” or “no” to indicate whether additional funds from this grant will be requested.
7. Enter the address where checks are to be sent.
8. Enter the total award amount as indicated on the award document.
  - a. Enter the cumulative amount of funds expended by you to date. If this is the first request and no funds were expended as of this date, enter “0”.
  - b. Enter the total of all expenses you expect to incur for tuition, lodging, and fares.
  - c. Enter the cumulative amount of payments previously requested from the State Justice Institute.
  - d. Enter the amount now requested from the State Justice Institute (8b-8c). Receipts are required.
  - e. Enter the amount of the award remaining after this request is honored (8-(8c+8d).
9. Enter the destination city and state.
10. a-e. Enter the requested information in the appropriate block. All amounts should be cumulative. If you drove from your home to the educational program and back, enter the number of miles and multiply by \$.0485. Enter the payment request amount in block number 10e.
11. Sign and date the Payment Request/Financial Report in the designated area.

### **Additional Information**

**All Payment Request/Financial Reports should be sent to the State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314.**