

**VISITING WOMEN SCHOLARS AWARD PROGRAM**  
**Request for Funds**

Please print and complete this form and return to the Office of Women's Affairs, 305 HULLIHEN HALL, along with supporting documentation and department approval signatures. Questions should be directed to x8063 or via email to owa@udel.edu.

**REQUEST FOR FUNDS**

DATE: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_

Department Contact: \_\_\_\_\_

Email: \_\_\_\_\_

**VISITING WOMAN SCHOLAR**

Name: \_\_\_\_\_

Institution/Organization: \_\_\_\_\_

City/State: \_\_\_\_\_

Topic/Title: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

**FUNDING**

Amount Requested from VWS Program: \_\_\_\_\_

\_\_\_\_\_ Purpose code to which funds will be jv'd:

Department Funding \_\_\_\_\_

Other Funding: \_\_\_\_\_

\_\_\_\_\_ Name of Account Approver

Total Funding excluding VWS request \_\_\_\_\_

\_\_\_\_\_ Cc: (if applicable)

\*VWS funds can be journal vouchered to your department prior to your event to assist with programming expenses with proper support documentation (contract, travel arrangement receipt or itinerary, etc.) Please attach a *maximum* of three documents along with publicity information relating to your event.

**DEPARTMENT APPROVALS**

Chair or Budget Administrator \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_