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AI-generated content may be incorrect.

**FACULTY SCHOLARSHIP GRANT**

**EXPENSE REPORT**

|  |  |
| --- | --- |
| **Faculty Name:** | *Enter text here* |
| **Department/School:** | *Enter text here* |

|  |  |
| --- | --- |
| **Date of Grant:** | *Date* |
| **Project Completion Date:** | *Date* |

**EXPENSES:**

|  |  |
| --- | --- |
| **Supplies** | $ *Amount* |
| **Library Costs/Books/Periodicals** | $ *Amount* |
| **Travel** | $ *Amount* |
| **Printing/Duplicating** | $ *Amount* |
| **Postage** | $ *Amount* |
| **Telephone/Fax** | $ *Amount* |
| **Secretarial/Clerical Services** | $ *Amount* |
| **Other** | $ *Amount* |
|  |  |
| **Total Expenses =** | $ *Amount* |
| **Amount of Grant =** | $ *Amount* |
| **Unexpended Amount (if any) =** | $ *Amount* |

All expenses must be adequately documented by receipts or other appropriate documentation. A check payable to Molloy University must accompany this report for any unexpected amount.