**Fall 2025 Magellan Scholar Budget Form**

Double click on table to enter data. The table is formatted to calculate the total correctly. **Only enter data in the blue cells**. Do not modify table or delete sections***.***



* Magellan Scholar awards are processed through “E” funds. All expenditures must be compliant with E fund procurement requirements.
* All budgets must be reviewed by faculty mentor and department business manager prior to submission.

**Budget Justification/Description**

**Student Salary:** Indicate estimated number of hours per week and activities while paid salary

* While enrolled in classes: number of weeks x number of hours x hourly rate
* Not enrolled in classes (usually during summer break): Number of hours x hourly rate

**Materials/Supplies\*:** Indicate items, quantity, estimated price and taxes. *Review guidebook for allowable/unallowable expenses.* Letter from Department Business Manager required for participant incentives.

**Travel:** Indicate location, purpose of travel, provide **itemized** costs (estimate the amount needed for each aspect of travel - transportation, lodging, conference registration, etc).

* For conferences, provide name of conference, dates, and explain why this conference was selected. *No more than $1000 is permitted for conference travel.*

**Additional Funding:** List additional funding sources, including dollar amounts, that will fund aspects of this project. Include funding that you have applied for (pending), funding that you previously received (current), and funding that you plan to apply for this semester. **Explicitly state how the funds requested in the Magellan Scholar proposal will be used differently from the funds requested/awarded/will be requested through other funding sources.**