

**STATE JUSTICE INSTITUTE  
INSTRUCTIONS FOR PREPARING  
SCHOLARSHIP PAYMENT REQUEST/FINANCIAL REPORT (FORM S3)**

1. Enter your name.
2. Enter your Social Security number. The Social Security number is required for payments made from the U.S. Treasury on behalf of SJI.
3. Enter your email address.
4. Enter the Scholarship Award Number assigned by SJI.
5. Enter the month, day, and year for the beginning and end of the award period, as indicated on the scholarship award document.
6. Enter your office telephone number.
7. Enter the mailing address where the checks should be sent.
8. Enter the month, day, and year of the request for payment.
9. Enter **Yes** or **No** to indicate whether additional funds from this scholarship award will be requested.
10. Enter the total award amount as indicated on the scholarship 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 expense you incurred for tuition, lodging, and fares.
  - c. Enter the cumulative amount of payments previously requested from SJI.
  - e. Enter the amount now requested from SJI (9b minus 9c). Receipts are required.
11. Enter the destination city and state.
12. a-e. Enter the requested information in the appropriate block. All amounts should be cumulative. If you drive from your home to the educational program and back, enter the number of miles and multiply by \$.505. Enter the payment request amount in block 11e.
13. Sign and date the Scholarship Payment Request/Financial Report.

**Additional Information:** The Scholarship Payment Request/Financial Report should be sent to the State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314.