



**McNair Scholar Travel Funding Request
Conference Presentation**

Please Print Clearly

This form should be completed at least one month prior to travel date.

Scholar Name: _____

Conference Name: _____

Will you be presenting? Yes No

Attach proof of acceptance to present at this conference.

Title of presentation: _____

Will your presentation require a poster? Yes No

If you are not presenting, what is the purpose of this trip?

One of these must be checked to fulfill the goals and objectives of the McNair Program grant.

CWU Faculty Recommended Conference

Name of Faculty: _____

Graduate School Visit

Name of Graduate Program: _____

Grad Fair

Meet with Faculty

Name of Faculty: _____

Other

If other, please explain:

Will your mentor be attending this conference? Yes No

Is this a group trip? Yes No

If yes, what group? _____

Location: (City/State) _____

Travel Dates: Departure: _____ Return: _____

Note: It is required for any travel that you apply for OUR Travel Grants. Please note the deadlines, first Wednesday of February and November by 5 pm. Contact us for further questions.

Estimated Expenses:

Conference Registration: *Please attach official conference schedule or itinerary.* \$ _____

Has the registration fee already been paid? Yes No

If so, how?

Will you need to be reimbursed? Yes No
Please attach receipt for registration

If not, when is the deadline? _____

Number of meals provided as part of registration fee: _____
Meals provided by registrations cannot be claimed on a travel expense voucher or requested on travel advance.

Travel to/from Airport: (circle one) Private Car Shuttle Other \$ _____
Staff will calculate

Will you require parking at airport? Yes No \$ _____

If other, please explain:

Estimated Airfare: \$ _____
Other costs: Baggage, etc. \$ _____

Travel to/from Airport at destination: (taxi, bus, shuttle) \$ _____

Individual Lodging:

We will do our best to arrange and prepay lodging plus taxes and fees (incidentals are travelers' responsibility). However, in rare instances you may need to make your own reservation with a credit card, and you will be reimbursed.

Will you be staying at the conference hotel or is separate lodging required?

Conference hotel Separate lodging Other

Room cost/night: \$ _____ X _____ # nights = \$ _____

If other, explain:

Will you require parking at the hotel/lodging? Yes No \$ _____

Meals:

For help with state/federal per diem rates, refer to the travel webpage: <http://www.cwu.edu/financial-affairs/travel>

Meals will be reimbursed according to actuals, identify number of meals provided: \$ _____

Breakfast: _____ Lunch: _____ Dinner: _____

Identify number of meals NOT provided:

Breakfast: _____ Lunch: _____ Dinner: _____

Estimated Total Amount: \$ _____

Please explain any unusual costs or circumstances:

Would this trip cause you financial hardship? Yes No
You may contact office staff to discuss possible arrangements.

If yes, please explain.

Signature

Date Submitted