

**McNair Scholars Conference Travel Request Form
(Please Print Clearly)**



Scholar Name: _____
 Conference Name: _____
 Location & Travel Dates: _____

Private Car/Shuttle to/from

Airport: See Mileage Calculator: <http://www.cwu.edu/resources-reports/cwur-3-50-245-mileage-reimbursement> \$

Airfare: \$

Other costs (explain): \$

Conference Registration Fee(s): \$

Other conference costs (explain): \$

Lodging: Scholars are eligible for funds for their portion of the room. To calculate the eligible portion, divide the total cost for all nights by the number of students sharing the room.

Room cost \$ X # nights = \$ ÷ # students \$
 per night: =

Other (explain): \$

Meals: Only list amount for meals NOT provided by Conference - \$
 Please attach Conference itinerary or submit upon return.

Total Cost: \$

Have you applied for or received any other funding for this trip? If yes, please list the source and amount requested and/or funded:

Please explain any unusual costs or circumstances. If the total cost is greater than available funds, indicate where the balance of the funding will come from (OUR Award, Deans funding, Mentor, yourself, etc.).

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