

McNair Scholars Conference Travel Request Form
(Complete with Mentor & Please Print Clearly)



TRIO

RONALD E. MCNAIR
 POST BACCALAUREATE
 ACHIEVEMENT PROGRAM

Scholar Name: _____

Conference Name: _____

Location & Travel Dates: _____

Private Car or Shuttle	Estimated Cost
to/from Airport: Yes No	\$
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:	\$ _____

McNair Scholars are required to apply for outside funding for conference travel. If you have, please list the source and amount requested and/or funded:

If the total cost is greater than available McNair funding, indicate where the balance of expenses will come from (OUR, Dean fund, Mentor Funds, personal, etc.).

*For help with state/federal per diem rates, refer to the travel Web page <http://www.cwu.edu/financial-affairs/travel>
 (Scroll down to Travel Information Section)*

Scholar Signature: _____ Mentor Signature: _____

Please be advised: In order to be approved for Conference travel you must be presenting.