



TRIO

RONALD E. MCNAIR
POST BACCALAUREATE
ACHIEVEMENT PROGRAM

McNair Scholar Program

Conference/Graduate School Travel Form

1. Traveler Address _____ _____ _____	2. Department: McNair Scholar Program _____ _____ _____																
4. Trip - From: _____ To: _____	5. Date of Departure _____ Est Time _____ Date of Return _____ Est Time _____																
6. Purpose Of Trip And How It Relates To The Research or Graduate School Plan (If presenting/participating at conference attach copy of invitation.) Attending: ___ Conference ___ Seminar ___ Training ___ Other ___ Related to: ___ Scholarship/Research ___ Service ___ Teaching ___ Purpose/Relation to McNair Assignment: _____																	
7. Expected Benefits & Statement Of Whether An Alternative Approach Could Have Achieved The Same Result _____ _____																	
8. Registration (Attach a copy of meeting announcement, conference schedule, or registration) Registration to be paid with (please check one): Procard ___ Personal Funds ___ PO ___ \$ _____ Number of meals paid as part of registration fee*: Breakfast ___ Lunch ___ Dinner ___																	
*Meals provided by registrations cannot be claimed on a travel expense voucher or requested on a travel advance.																	
9. Estimated Travel Expenses <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Airfare _____</td> <td style="width:40%;"></td> </tr> <tr> <td>Trip to Airport - (Circle One) Shuttle or Motor Pool _____</td> <td></td> </tr> <tr> <td>Parking at Airport _____</td> <td></td> </tr> <tr> <td>Private/state car (miles x rate) = _____</td> <td></td> </tr> <tr> <td>Per Diem for Meals ___ days @ \$ _____ = _____</td> <td></td> </tr> <tr> <td>Per Diem for Lodging ___ days @ \$ _____ = _____</td> <td></td> </tr> <tr> <td>Misc. expenses _____</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;"><i>Grand Total Estimated Expenses (Section 8 & 9)</i></td> </tr> </table>		Airfare _____		Trip to Airport - (Circle One) Shuttle or Motor Pool _____		Parking at Airport _____		Private/state car (miles x rate) = _____		Per Diem for Meals ___ days @ \$ _____ = _____		Per Diem for Lodging ___ days @ \$ _____ = _____		Misc. expenses _____		<i>Grand Total Estimated Expenses (Section 8 & 9)</i>	
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Directions for completing form:

1. Complete form above using per diem rates found on McNair Travel Website
2. Motor Pool calculator found on McNair Travel Website
3. Attach copy of meeting announcement, conference schedule or registration
4. Return to McNair Office