

Scholar Travel Logistics Form

Scholar name(s): _____

City and state are you traveling to: _____

Proposed travel dates:

Departure date: _____ Departure time: _____

Return date: _____ Return time: _____

- I am traveling as part of a group Someone else is handling partial logistics for trip

I am requesting travel assistance for

- Conference fees Transportation Mileage Lodging Meals

Reason for travel:

Conference: _____

Registration: \$_____ Membership fee: \$_____

Grad School Visit: _____

Other: _____

Transportation:

Driving

Personal vehicle? Who is your car insurance carrier? _____

I need a rental car from: _____

Flying

I have my flight already:

Airport: _____ Airline: _____

Flight departure: _____ Flight number: _____

Return departure: _____ Return flight number: _____

I need help booking a flight:

What airports can you fly out of: _____

What airport do you need to fly in to: _____

How are you getting to/from airport: _____

Other: _____

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Lodging:

Is lodging provided? Yes No

If no, what are some hotel options?

Hotel: _____ Rate: \$ _____

Hotel: _____ Rate: \$ _____

Hotel: _____ Rate: \$ _____

IMPORTANT NOTE: Hotels require a credit or debit card for a security deposit, which is the scholar’s responsibility.

Meal Per Diem Request:

_____ (date) Breakfast Lunch Dinner

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Handbook Scholar Travel Policy Summary

Scholars are expected to conduct themselves appropriately and professionally. Student misconduct will result in termination from the program. You will receive numerous opportunities to travel while participating in the program, and in return, the program expects that you will take full advantage of these opportunities by attending all scheduled events. The McNair Program makes a significant investment in each of its scholars through travel opportunities; in turn, scholars are expected to be highly responsible for their actions and strive to receive the most benefit from these experiences.

Be sure to investigate all costs of a potential trip prior to requesting approval from the program. This means examining costs associated with conference registration, hotel stays, airline tickets, mileage and meals. McNair staff will be happy to help facilitate travel in any way they can. You will be required to have been “accepted to present” at a conference before approval for travel may be granted. Likewise, you must demonstrate ample preparation in terms of having communicated with faculty/staff and established an itinerary for visits to potential graduate schools. Copies of such correspondence and a confirmed schedule (**including meetings with at least three faculty members and at least one graduate student**) are required prior to approval of travel funds.

The program requires a report from all McNair sponsored travel in the form of an experiential **reflection at least two pages in length, due one week after the trip.**