



## Request for Conference Travel Funds

### Scholar Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_  Junior  Senior

Mentor/Mentor Department: \_\_\_\_\_

### Conference Information

Conference Name: \_\_\_\_\_

Conference Date (MM/DD-DD/YR): \_\_\_\_\_

Conference Location: \_\_\_\_\_

What is your role in the conference? (Please check)

- Giving an oral presentation
- Part of roundtable
- Part of panel
- Poster Presentation
- Other: \_\_\_\_\_

Who will you be traveling with? (Please check)

- By yourself
- With Faculty
- With Graduate students

**Please specify any additional sources of funding you are receiving:** \_\_\_\_\_

What costs will you incur by visiting this graduate school? (Please itemize your costs per day that you are requesting payment for from the McNair Program.)

We will need to know specifics, please be as specific as you can in the table below.

- Transportation – are you flying, taking a train, bus, taxi, car rental, etc., and how much does each option cost?
- Lodging – if you have requested money for lodging, at what hotel rate and for how many nights?
- Meals – if you have requested money for meals- how much are you requesting per day/per meal?

Item:	Cost:
Air Travel	
Hotel/Lodging Accommodation	
Ground Transportation	
Meals	
Other (please explain and be specific):	

*Continue on next page*

**Items in addition to this form**

- You will also need to complete the Travel Pre-Approval Form: [http://mcnair.ucsb.edu/documents/travel-request-for-travel-approval\\_distributed.pdf](http://mcnair.ucsb.edu/documents/travel-request-for-travel-approval_distributed.pdf).
- You will need to include a complete itinerary, similar to what you would see in the conference agenda.
- Invitation to the conference or a letter or email stating acceptance to conference.
- Letter or email confirming you will be presenting at the conference.

I have read over the entire form and ensure that the information above is accurate to the best of my knowledge.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**For Office Use Only**

<table><tr><td><u>Research</u></td><td><u>Memberships</u></td><td><u>Transcripts</u></td></tr><tr><td><b>Allowance:</b> \$150</td><td>\$100</td><td>\$250 (Seniors)/\$150 (Juniors)</td></tr></table> <p><b>Used Funds:</b> <input type="text"/></p> <p><b>Number of Absences:</b> <input type="text"/></p> <p><b>Number of Late or Missing Assignments:</b> <input type="text"/></p>	<u>Research</u>	<u>Memberships</u>	<u>Transcripts</u>	<b>Allowance:</b> \$150	\$100	\$250 (Seniors)/\$150 (Juniors)	<p><b>Item Request:</b> Accepted <input type="checkbox"/> Denied <input type="checkbox"/></p> <p>Incomplete</p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> _____</p>
<u>Research</u>	<u>Memberships</u>	<u>Transcripts</u>					
<b>Allowance:</b> \$150	\$100	\$250 (Seniors)/\$150 (Juniors)					

**Note:** If you will not be presenting at this conference, please complete the following questions.

1. Are other McNair scholars attending this conference? If so, which scholar(s)? Will you be sharing costs?
2. What goals do you expect to meet by attending this conference?
3. If you are not presenting, please explain why you want to attend this particular conference.
4. What will you produce to McNair staff that conveys how you met your goals at this conference?