



Request for Graduate School Visit Travel Funds

The McNair Scholars program can only pay for graduate school interviews (post application submission) and Graduate School Visitations sponsored by the institution.

Scholar Information

Name: _____ Date: _____

Major: _____

Mentor Name: _____

Mentor Department : _____

Graduate School Visit Travel Information

Name of Graduate School to be visited: _____

Location of Graduate School: _____

Program to be visited: _____

Date(s) of visit (MM/DD-DD/YR): _____

Graduate School Interview Program Visitation Day

Name of Faculty or Staff you will be meeting with: _____

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 <i>*We can only approve up to 4 nights*</i>	
Ground Transportation	
Meals	

Other (please explain and be specific):	
---	--

General travel

Be aware that if it appears that this may be a combination of a graduate school visit and a family/vacation visit, we will not be able to consider full funding for this if this is the case. It ultimately depends on your itinerary.

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.
- You will need to include a complete itinerary, similar to what you would see in a conference agenda.
- Invitation from the graduate program, letter, or email inviting you to their campus or requesting you attend an interview.

Please also be aware of the following:

- We cannot approve travel that is longer than 4 nights/5 days.
- Federal funds are not to be used to support any leisure or personal activities.

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	
Item Request:	<input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Incomplete
Fund to be used:	<input type="text"/>
Date:	_____