

MCNAIR PROGRAM

Scholar Travel Request

Completion of this form represents an official request for the McNair program to pay for some or all of your expenses to visit a college/university or attend a professional conference. If the cost of airfare is approved, the ticket will be purchased for you; however, all other expenses will be reimbursed after the completion of your trip with the submission of original receipts, including meals. **Please include a visit itinerary, conference agenda (if applicable), a budget, and any other applicable information.**

Submit to [ronaldemcnair@iastate.edu](mailto:ronaldemcnair@iastate.edu) or in person at 1137 Pearson Hall.

I. General Information

Name as it appears on Driver's License or other government issued ID \_\_\_\_\_  
(Please take a look at the document that you will use to check in for your flight. Your name MUST match the name on your reservation)

Cell Phone \_\_\_\_\_ DOB \_\_\_\_\_

Purpose:  Grad School Visit/Interview  Conference

Will you  Drive  Fly Destination City \_\_\_\_\_

Desired departure date \_\_\_\_\_ Desired departure time \_\_\_\_\_

Desired return date \_\_\_\_\_ Desired return time \_\_\_\_\_

Where will you lodge? \_\_\_\_\_

If flying:

Destination Airport \_\_\_\_\_

II. If this is a college/university visit, please respond to the following questions.

Name of college/university \_\_\_\_\_

Name of contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

III. Please explain the purpose of your trip.

\_\_\_\_\_  
\_\_\_\_\_

IV. If this is a request to attend a conference, please respond to the following questions.

Complete name of conference \_\_\_\_\_

Will your faculty mentor attend?  Yes  No Are you presenting or co-presenting?  Yes  No

If yes, are you presenting your McNair research project?  Yes  No

V. Budget Request (best estimate)

Description	Amount
Airfare (if flying)	
Mileage (if driving)	
Lodging	
Meals	
Transportation to and from Des Moines Airport	
Transportation to and from destination airport	
Parking (Des Moines Airport)	
Rental Car at destination	
<b>Total Request</b>	