

# Ronald E. McNair Postbaccalaureate Achievement Program

## Travel Request

*Please complete this form if you have been invited to visit a college or university as a prospective graduate student or would like to attend a conference for professional development.*

### I. General Information

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

What is the purpose of your travel?  College or university visit  Professional conference

City and airport that you will be flying into \_\_\_\_\_  
Example: New York City, Kennedy Airport. If airport is unknown, please ask your contact.

Hotel where you will be lodging if this trip requires an overnight stay \_\_\_\_\_

Desired departure date \_\_\_\_\_ Approximate desired departure time \_\_\_\_\_

Desired return date \_\_\_\_\_ Approximate desired return time \_\_\_\_\_

### II. If you are attending a conference, please respond to the following questions.

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

Location of conference \_\_\_\_\_

Will your faculty mentor attend?  Yes  No

If attending with faculty, is your faculty mentor included?  Yes  No

Are you presenting or co-presenting?  Yes  No  
If yes, are you presenting your McNair research project?  Yes  No

### III. If you will be visiting a college/university, please respond to the following questions.

Name of college or university \_\_\_\_\_ Location \_\_\_\_\_

Name of contact \_\_\_\_\_ Phone or email address \_\_\_\_\_

Are you visiting to interview for graduate school?  Yes  No  
If no, why are you visiting? \_\_\_\_\_

### IV. Expenses (with the exception of airfare, other approved expenses will be taken care of on a reimbursement basis)

Will any of your expenses be covered by other sources?  Yes  No

What specific expenses are you requesting from the McNair program?

- Airfare
- Lodging
- Ground transportation (taxi, shuttle service)
- Parking (Des Moines airport)
- Rental car
- Meals

#### For Office Use Only

Approved for the following amount \_\_\_\_\_ Denied based on the following reasons \_\_\_\_\_

Staff Initials \_\_\_\_\_ Date \_\_\_\_\_