

**McNair Scholars Program**  
**Funding Request for Graduate School Visits**

*The completed form should be dropped off to the McNair Office in Hood House, Room 210. Students will be notified of funding status and further instructions via email.*

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

Major: \_\_\_\_\_ Mentor: \_\_\_\_\_

Date(s) of proposed Travel: \_\_\_\_\_

Type of Graduate Visit: \_\_\_\_ Graduate Visitation Program \_\_\_\_ Self-Guided Graduate Visit

Title of Visitation Program, if applicable: \_\_\_\_\_

\_\_\_\_\_

Name of School(s): \_\_\_\_\_

\_\_\_\_\_

Location (City, State): \_\_\_\_\_

Please provide the name(s) of the faculty members who you plan to meet with during your visit (*Please also attach email correspondence with the faculty member which confirms your scheduled meetings*):

Faculty (1): \_\_\_\_\_ Dept: \_\_\_\_\_

Faculty (2): \_\_\_\_\_ Dept: \_\_\_\_\_

Faculty (3): \_\_\_\_\_ Dept: \_\_\_\_\_

Objectives/Goals for the proposed travel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed Budget for Travel:**

*Note: Funding Requests MUST be submitted a minimum of three weeks in advance for students needing air travel.*

**Transportation:** \_\_\_\_ Air \_\_\_\_ Train \_\_\_\_ Bus \_\_\_\_ Car

*(If you plan to use your own vehicle, calculate mileage at \$0.30 per mile)*

Budget: \_\_\_\_\_

**Lodging:** \_\_\_\_ Hotel \_\_\_\_ Dorm \_\_\_\_ Other (Stay with Family/Friend)

Lodging, If Hotel or Dorm: # of nights \_\_\_\_ x Rate \$ \_\_\_\_ = Budget: \_\_\_\_\_

**Registration Fees:** \_\_\_\_ Yes \_\_\_\_ No

Budget: \_\_\_\_\_

**SUB-TOTAL:**

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**Meals:**

How many meals are included in the visitation program? \_\_\_\_\_

How many meals are not included in the visitation program? \_\_\_\_\_

Please provide the # of meals not included: \_\_\_\_\_ Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

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**McNair Staff Only:** Additional Funds for meals:

Budget: \_\_\_\_\_

**TOTAL:**

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*By signing this document, you acknowledge that if McNair pays for your registration fee, transportation, or lodging and you fail to attend or give yourself adequate time to cancel your registration, you will be required to refund the McNair program for all costs associated with this graduate school visit.*

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of McNair Staff: \_\_\_\_\_ Date: \_\_\_\_\_

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**McNair Staff Only:**

\_\_\_\_\_ FUNDED

\_\_\_\_\_ NOT FUNDED, explain: \_\_\_\_\_