

THE UNIVERSITY OF WISCONSIN-SUPERIOR
McNAIR SCHOLARS PROGRAM

Proposal for Reimbursement of Travel Funds

Please type or print clearly.

Student Name: _____

I. Reason for Travel (Check the response that most fully describes your travel purpose.)

Student to present paper/attend conference

Conference Name/Location: _____

Conference Dates: _____

Graduate School Visit

Please list graduate schools visiting and briefly describe type of expense incurred:

Reimbursement for research expenses off campus

Other (explain briefly) _____

II. Expense Estimate (See worksheet on reverse.)

Transportation (airfare, mileage, etc.) \$ _____

Meals (#) _____ breakfasts (#) _____ lunches (#) _____ dinners \$ _____
(Departure and return times determine which meals are reimbursable on departure and return days.)

Hotel (#) _____ nights x \$ _____ per night \$ _____

Conference Registration Fees \$ _____

Taxi/Bus/Shuttle \$ _____

Other _____ \$ _____

Total Funds Requested \$ _____

III. Documentation

Please attach a copy of the conference literature and/or other documentation to this application.

Completed applications should be submitted to the McNair Program Office, 340 Old Main at least two weeks prior to the deadline for conference registration or before embarking on graduate school visit(s) or other travel.

* Group visits are planned annually by the program. Limited funds are available for individual graduate school visits. **Money is not available for return graduate school visits.**

for office use only

Approved Disapproved by: _____

Maximum reimbursement is: _____ date: _____

THE UNIVERSITY OF WISCONSIN-SUPERIOR
McNAIR SCHOLARS PROGRAM

Worksheet for Reimbursement of Travel Funds

Transportation (airfare, mileage, etc.) \$ _____

[] By commercial transportation: Provide a website print out showing the cost of ticket(s).

[] By car: Use MapQuest.com to calculate your mileage. The mileage calculator (with driving directions) can be found at <http://www.mapquest.com/directions/>. For the purposes of this proposal, you can calculate mileage between cities without specific street addresses. Provide a website print out showing the mileage. Multiply total miles (round trip) by \$0.22 to calculate reimbursable expense.

[] Taxi/Bus/Shuttle = \$ _____
Provide any documentation available.

Meals \$ _____

Rates listed below are for Wisconsin and out-of-state respectively. Circle the appropriate rate and calculate totals for each type of meal. *These rates include tips, which may not exceed 15% of the meal expense.*

Estimated departure and return date(s) and time(s):

(#)_____ breakfasts x \$8 \$10 = \$ _____

(#)_____ lunches x \$9 \$10 = \$ _____

(#)_____ dinners x \$17 \$20 = \$ _____

Hotel \$ _____

If you share your hotel room with a guest and pay a double rate, YOUR RECEIPT MUST CLEARLY INDICATE WHAT THE SINGLE RATE WOULD HAVE BEEN FOR THE SAME ROOM.

With the exception of Milwaukee, Racine and Waukesha counties where the lodging maximum is \$72, the maximum amount reimbursable per day for in-state lodging shall be \$62, *excluding taxes*.

The maximum amount reimbursable for domestic out-of-state cities/counties also \$62 with the exception of some high cost areas. These rates vary. Talk to McNair staff if you need specific information about the allowable expense at your destination. All lodging maximums *exclude tax*.

Your lodging expenses *may exceed* normally reimbursable maximums if you are staying at the designated lodging site for a conference.

(#)_____ nights x \$ _____ per night

Conference Registration Fees \$ _____

Other Explain briefly below. \$ _____

Total Funds Requested \$ _____