

# McNair Scholars Program Central Michigan University

## PROFESSIONAL CONFERENCE AND GRADUATE SCHOOL VISIT TRAVEL INSTRUCTIONS

Prior to making any travel arrangements, complete the Travel Form to initiate the process and request approval. Include all relevant information including (a) confirmation of acceptance to present if attending a conference or (b) meeting itinerary and correspondence with faculty – you are required to meet with *at least three faculty members* to be considered for funding for a graduate school visit. Please allow *two days* for a response to your initial request.

Once approved, an appointment should be arranged with the program assistant *at least one month* prior to traveling. Bring materials such as airline quotes, conference materials and faculty correspondence to the meeting so that an itinerary can be confirmed. The McNair program has a budgeted amount of travel funds for you, so please keep this in mind when determining your travel arrangements because if you go over the budgeted amount, you will be responsible for covering remaining costs. Additionally, you will meet with the program assistant for a logistics meeting one week prior to the trip to receive cash advance (if applicable), flight itinerary and other pertinent information.

### Lodging:

Begin your lodging search by going to the conference or university's website to determine if they have any recommendations or discount packages available. If so, research these options and include the best choice on the Travel Form. Please note that the McNair program will *only cover room and tax*.

### Transportation:

Things to consider when researching your trip include length of time required (ex. drive vs. fly), cost and ease of accessibility. For local trips, you will be expected to drive a personal or rental vehicle, or utilize public transportation. On the other hand, if the trip is a greater distance, we may request you to fly as it can be more cost effective to do so. However, if you choose to drive and it's more expensive than flying, then CMU requires that we reimburse you at the lesser cost.

- If you are unable to find exact prices, estimate them as much as possible (ex. gas for rental car, tolls, parking, etc.).
- It is your responsibility to make prior parking arrangements as McNair will not cover any motor vehicle violations but may cover a parking permit.
- Rental car – you must be at least 21 to lease a car at any location other than Mt. Pleasant.
- Personal car – you will be reimbursed for your expenses at a rate of **\$0.505 per mile**.

### Meals:

You are eligible for a meal if you leave and/or return by the time listed on the chart in the Travel Form. More than likely, you will be in a standard cost city, however, if you suspect that you will be visiting a high cost city, you can find out by going to CMU's travel website at [www.controller.cmich.edu/travel/travel.htm](http://www.controller.cmich.edu/travel/travel.htm). You should note which meals may be covered during a school visit or conference as a part of the registration fee. The McNair Program will either reimburse you or provide you with a cash advance for the cost of meals during your travel.

### Supplemental funding:

You may be able to secure funding for professional conferences through the Presentation and Publication grant, your department or a number of different sources. Please look into these options and include a list of funding sources you've been able to secure including how much and whether they will reimburse you or arrange that portion of your trip.

### Logistics meeting:

Plan to meet with the program assistant *one week prior to your trip* to receive your cash advance, trip itinerary (including lodging, transportation information, etc.), class excuse letters, etc. This shouldn't take more than ½ hour, but it is a requirement regardless of where you are traveling as certain forms must be completed for CMU sponsored trips.

### Reimbursement requirements:

You must submit all receipts (including hotel, airfare, rental vehicle, gas, public transportation and any other reasonable expense) and a two-page reflection within one week of your return; otherwise you may forfeit your reimbursement or be required to repay the program. The only exception to this rule is the meals; they are a pre-determined amount based upon your destination and thus receipts are not required. Please note that your reimbursement will not be processed until all necessary materials are received.