

McNair Graduate Opportunity Program
Indiana State University
Travel Proposal

Name of Proposal
Your Name
University you will visit

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Note to scholar: this is a sample travel proposal. Your information will be different, but please follow this model. Remember to save all receipts and make no travel arrangements until approved for travel by the director of the McNair program. You will be reimbursed *after* the trip is completed.

Travel to a potential graduate school is dependent upon meeting minimum admission criteria at the intended school as determined by the McNair director. The travel proposal must include information on how the student meets the minimum admission criteria. Travel expenses will be reimbursed after the trip has taken place and take up to four weeks to process, with limited exceptions. If flying to the intended location, airfare must be booked by the McNair office. It is the responsibility of McNair Scholar to research flight times, hotel accommodations, and all other details related to the visit.

Please remember that you must meet # 1 and either # 2 or # 3 to request funding. Or you fulfill the requirement of # 4.

1. Exceed the minimum qualifications stated on the admissions page of the intended program
2. Be invited to interview for a graduate position
3. Be accepted to the program
4. Intend to attend a research conference in which you are presenting research.

McNair Graduate Opportunity Program
Indiana State University
C/O Ms. Katie Butwin
Terre Haute, IN 47809
Your Name
Your Address
City, State, Zip

Dear McNair Program Director:

Paragraph 1:

I am writing this proposal to request funds to travel to (name of university). The dates of travel are _____. (Reason for your interest in these particular programs.) The cost for travel, hotel accommodations, per diem, and rental car are attached on a spreadsheet and total \$_____.

Paragraph 2:

(Justification for your travel and expenses)

Paragraph 3:

(Closing and other information)

Thank you for your consideration.

Signature

Program Contact Information

Ms. Sara Glathar, Academic Advisor
University of _____, Chicago Campus
(555) 555-5555

School of Sociology
6001 Hemisphere Street
Allwine Hall 422
Chicago, IL 63482-0508
(555) 555-5555 Phone
(555) 555-5555 Fax
unoai@chic.edu

Graduate School Proposal- Name

Cost Breakdown

Item	Cost	Total	Tax & Fees	Total w/ tax & fees
Airfare:	\$336.74	\$336.74	\$72.16	\$408.90
Hotel Information	\$46.80 X 2	\$93.60	\$15.43	\$109.03
Rental Car	\$14.49 X 3	\$43.47	\$57.03	\$100.50
Per Diem	\$20.00 X 3	\$60.00	\$0.00	\$60.00
Total:		Total	Total tax	Final total w/ tax

On this page, include a printout of your travel information or confirmation. If you plan to drive, include a breakdown of mileage and fuel related expenses.

Include your hotel or other accommodations confirmation on this page.