

ST. LAWRENCE UNIVERSITY MCNAIR/CSTEP STUDENT TRAVEL AGREEMENT FORM

I, _____, agree to account for 100% of my travel advance in the amount of \$_____ through receipts and cash.

The following are allowable expenses for this trip to _____ on _____.

Lodging _____

Dates _____

Transportation _____

Mode _____

Meals _____

Allowed _____

Gas _____

Taxicabs, parking fees and tolls will be allowed, but you **must** have receipts.

Phone calls, hotel expenses beyond the cost of the room (e.g. phone, movies, room service) and food expenses beyond the meals allowed on this form will **not** be paid for by McNair/CSTEP.

You must keep all receipts. You will be responsible for any expenses you cannot provide receipts for.

Signature

Date