

ST. LAWRENCE UNIVERSITY CSTEP/MCNAIR STUDENT TRAVEL PROPOSAL FORM

I, _____, agree to account for 100% of my travel advance in the amount of \$_____ through receipts and cash if I am permitted to travel as requested here. (Please meet with a professional staff member before completing this form.)

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

Lodging _____
Dates _____

Transportation _____
Mode _____

Meals _____
Allowed _____

Personal Car Mileage (provide printed proof) _____ @ .55 per mile
Allowed _____

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 CSTEP/McNair.

This proposed expense form must be accompanied by a statement of the purpose of travel and how it relates to the program (i.e. grad school visit, conference). You must keep all receipts. You will be responsible for any expenses you cannot provide receipts for.

Signature

Date