



McNair Scholars Program - Travel Guide

As a McNair Scholar representing our program, it is your responsibility to act professionally and to conduct yourself in a reasonable manner. Treat everyone you encounter with respect, and be sure to follow all guidelines at any event or trip destination. *Failure to comply with these rules during your trip will result in all of your traveling privileges in the program being revoked.*

*Found a conference or campus you would like to attend?
Be sure to follow these steps below to be considered:*

1. Ensure that you contact Taylor-Dawn Francis (taylor-dawn.francis@sjsu.edu) (Coordinator), or Dr. Maria Cruz (maria.cruz@sjsu.edu) (Director) at least *two months in advance*.
2. Fill out the Travel Request Form with all relevant information. Ensure that everything is accurate, especially the **First and Last Name** section, as it needs to match your Government ID. Additionally, you must **attach proof of your conference invitation or campus correspondence**.
3. Prepare estimates for your travel expenses, **including flight, lodging(s), registration costs (if applicable), and transportation to and from the airport**. Once you have done so, contact Taylor-Dawn Francis. *Please be aware that you may not get your first airline or hotel pick(s)*. Nevertheless, your safety is always our priority.
4. After calculating/confirming costs, you will receive a **DocuSign** to confirm all relevant details. Be sure to sign it as soon as possible.
5. If you require extra travel assistance due to a disability, please let us know in advance so we can do our best to accommodate your needs.



6. Wait for any additional instructions provided by Taylor-Dawn.

During Your Trip...

- To be fully reimbursed, **please be sure to keep *all* itemized receipts, including transportation and meal expenses.** To avoid losing your receipts, you can take photos of them and send them to Taylor-Dawn after your trip. *Please note that we do not reimburse for car rentals or gas mileage if you decide to use your personal vehicle.*
 - For lodging, **we can only pay for room and tax.** Ensure that you keep the itemized receipt the hotel provides you at the end of your stay to send to Taylor-Dawn.
 - All receipts with credit cards and/debit cards must be in **your name.**
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Please Remember...

Failure to follow all steps in a timely manner can result in your trip being delayed or canceled. Although you're traveling to your destination for business, don't forget to enjoy yourself! **Above all, network/connect with others, stay safe and embrace this opportunity!**

- *The McNair Team*

