

Travel Request Form

McNair Scholars Program

Before you fill out this form, please ensure that you have cleared your travel plans with McNair Staff at least two months in advance. If you have not, you will not be allowed to travel. For more information in regards to travel, see the Program Travel Guide.

Student Traveler's Information	
First & Last Name <i>(as it appears on your government-issued ID)</i>	
Date of Birth	
Phone Number <i>(ensure that you can be reached at this number on day of travel)</i>	
Emergency Contact Information	

Trip Information	
Name of Conference/School/Program/Destination	
Proposed Travel Date(s)	
Proof of Participation and/or Correspondence with Travel Location	<i>Please attach email, program info, or flyer that shows participation status.</i>
Additional notes/comments/requests/accommodations	

For questions related to this form or your participation in the program, please contact Taylor-Dawn Francis (taylor-dawn.francis@sjsu.edu).