

McNair Petty Cash Agreement - Group Travel

- I am acknowledging that I have received my meal allowance for my upcoming travel mentioned below. This money covers my meals that are not covered at the conference or campus visit. If I fail to attend said conference or campus visit, I promise to return all the money.
- I understand that I will be reimbursed for taxi expenses after completion of my trip when I supply the McNair Scholars Program with an original receipt. Only taxi expenses to and from the airport or to and from the conference or campus visit location are eligible for reimbursement.
- I also understand that I am responsible for paying for any checked luggage fees during my trip.

Staff Name:

Travel Dates:

Purpose of Travel:

STUDENT NAME	CASH AMOUNT	STUDENT SIGNATURE	DATE

Staff Signature:

Date: