

McNair Petty Cash Agreement

- 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.

Scholar Name:

Scholar IN:

Staff Name:

Date:

Petty Cash Amount:

Date Student Rcvd Cash:

Travel Dates:

Purpose of Travel:

Scholar Signature:

Date:

Staff Signature:

Date: