

Deadlines - Fall Term: second Monday of October
Winter Term: second Monday of February

**MECHANICAL ENGINEERING
APPLICATION FOR A STUDENT TRAVEL GRANT**

Applicant Date.....

Student # Email address.....

CGPA CH

Please provide the following details about your travel plans:

Date leaving..... Date returning.....

Destination

Purpose of Trip

.....

Estimated Expenses:

All other funding obtained/applied for:

Transportation \$ _____ \$.....

Accommodation \$ _____ \$.....

Meals \$ _____ \$.....

Other (Specify) \$ _____ \$.....

Total Expenses \$

Total Req. \$ Date Required

(Estimated less other funding)

Please note: A Travel Expense Claim must be filed to clear monies received in advance of travel within twenty (20) working days following the completion of your trip. This claim will include original receipts for expenses incurred and copy of conference program where applicable. Also included should be a disclosure of any and all other funding provided to applicant to attend this event.

I acknowledge that any travel grant monies received will be expended only for my personal travel expense and I will not submit my receipts to any other sources for reimbursement of the amount of grant received.

Signature of Applicant Date

Evaluation and Recommendation by SSME Advisor/Director of Graduate Studies or Appropriate Faculty Member (please indicate what other travel funds are available to the applicant as well as your assessment of the priority which should be given to this application).

.....
.....
.....
.....

Not Recommended ____ Recommended with Reservation ____

Recommended ____ Strongly Recommended ____

Special Recommendation for high priority ____

Signature of Faculty Date

Evaluation and Recommendation by Chair

.....
.....
.....
.....

This application is approved ____ Amount

Signature of Chair Date