**MECC 2022 Student Travel Grant Round 2 Application Form**

**Submission Date:** 1/1/2022

**(a) Applicant Information**

**Full Legal Name:**  Student A. Author

**Academic Institution:** ABCD University

**Department:**  Mechanical Engineering

**Current Mailing Address:**  123 Main Street, Small Town, MS, 12345, USA.

**Phone Number:** 123-867-5309

**Email Address:** MyName@ABCD.edu

**(b) Advisor Information**

**Name:** Advisor A. Author

**Title:**  Professor

**Academic Institution:** ABCD University

**Department:**  Mechanical Engineering

**Work Address:**  567 Main Street, Small Town, MS, 12345, USA.

**Phone Number:** 234-867-5309

**Email Address:** AdvisorName@ABCD.edu

**(c) Paper Information**

**Number:** MECC-1234567890

**Citation:** S.A. Author and A. A. Author, “Your Paper Title” MECC, 2022.

**(d) Participation and Eligibility**

\*Students applying for travel funding must be DSCD members, attend a DSCD Division meeting, attend the conference in person, and participate in conference events. Funding priority will be given to students who are first authors and presenters.

**Did you attend the DSCD Division Meeting at MECC?**  Yes, I did attend

**Are you already on the ASME DSCD Technical Committee mailing list?** No

**Do you consent to joining the ASME DSCD Technical Committee mailing list?** Yes

**Did you present the above paper?** Yes, I presented the above paper in person on Tuesday

**Are you the first author of your paper?** Yes, I am first author

**Which days did you attend?** I attended sessions all day on Monday, Tuesday, and Wednesday

**How did you participate in the conference?** On Monday, I attended two sessions on robotics, attended the networking lunch and I asked questions in 2 sessions. On Tuesday, I attended 2 sessions on mechatronics, attended the Rising Stars Session and asked 3 questions in sessions. I also attended the conference dinner. On Wednesday, I attended 2 sessions and talked to sponsors about job opportunities.

**(e) Estimate of Travel Expenses for which a Travel Grant/Reimbursement is Requested:**

\*List only items for which support is requested. The expenses for which the travel grant is requested must not be reimbursed through other means. Please keep receipts of lodging, air fare, registration, and other expenses. Please submit copies of all receipts after the conference. Reimbursement priority will be given to 1) conference registration, 2) hotel lodging (at the conference hotel), and 3) travel airfare.

|  |  |  |
| --- | --- | --- |
| **Expense Type** | **Expense Amount** | **Additional Notes** |
| **Conference registration** | $xxxx | Additional notes go here. Please note that you must attend MECC 2022 as an officially registered attendee. |
| **Hotel Lodging** | $xxxx  Please remember to subtract incidentals | Please note what nights you plan to stay, at which hotel, and whether or not you will have roommates (include names of roommates here). Reimbursement will be prioritized to those who stayed at the conference hotel and those who shared rooms with another student who is also applying for travel funding. |
| **Travel/Airfare** | $xxxx | Additional notes go here |
| **Other** | $xxxx | Additional notes go here |

**(d) Other Travel Support:**

**List other travel support that you have applied for:** ABCD Travel Grant, NSF Travel Grant

**List total travel grant amount applied for:** $500

**List total travel grant received:** $100

**Please send this form, any receipts showing expenses not already re-imbursed via other means, AND a letter from your advisor (see next page for template) as a single PDF document to** [**mhzheng@buffalo.edu**](mailto:mhzheng@buffalo.edu) **AND** [**ellen.mazumdar@gatech.edu**](mailto:ellen.mazumdar@gatech.edu)**. Please include (1) MECC paper number and (2) Student’s name in the subject line.**

**Sample Support Letter from Academic Advisor   
[Include University Letterhead]**

Please note that this letter must be written and signed by your advisor.

Paper #:

Applicant name: Student A. Author

This letter must confirm:

* That the applicant was a student on 4/8/2022.
* That the applicant is the first author and the presenting author
* That you will travel to MECC 2022, and will participate in the oral presentation.
* That the expenses for which you are requesting a travel grant are not paid for through any other means.

[Advisor Name]

[Date]

[Signature]