Request for Transportation Grant Funds for Undergraduate Engineering Students

Engineering Undergraduate Student Services awards a limited number of travel grants each year. Only transportation costs (e.g., airline tickets, train tickets) are eligible for reimbursement. Applicants must be undergraduate engineering students who will still be enrolled as full-time students after the travel has ended. Preference is given to applicants who travel with engineering student groups engaged in service projects or design competitions that have faculty or staff advisors accompanying them on their trips.

For students traveling to the same event, up to $1,500 total per group for domestic travel may be considered for funding, and up to $2,400 total per group for international travel may be considered for funding. No more than $300 per individual student will be reimbursed for domestic travel, and no more than $1,200 per individual student will be reimbursed for international travel.

Please return this completed form and all requested information to Engineering Undergraduate Student Services, Lopata 303. The application deadlines are April 1, August 1, and December 1. Applicants will be notified of their status within three weeks following each deadline. Unless otherwise noted, funds must be used within six months of being awarded.

Name of Engineering Student Group or Name of Individual Student Requesting Travel Grant Support:

___________________________________________________________________________

Purpose of Trip: ____________________________________________________________

Specific Destination Location: ________________________________________________

Travel Start and End Dates: __________________________________________________

Total number of students requested covered for reimbursement: ________________

Total amount of transportation costs requested for reimbursement: ______________

Will the group advisor, or another supervising adult, attend this trip? ______________

If yes, please provide the name of this person: ___________________________________

Student Group Contact Name: ________________________________________________

Email and Cell Phone #: _____________________________________________________

Attach separate pages with your responses to the following:
1) A specific budget which details the costs you are required to pay to take this trip, the names of all students requesting reimbursement for this trip, the amount of reimbursement requested for each student name listed, and include any outside funding sources and amounts you will receive to help you pay for this trip.
2) Describe how you expect this trip to complement your overall education experience.
3) Describe how you think the McKelvey School of Engineering might benefit from funding the trip.

Post-Trip Requirements: Selected students and/or student groups must be willing to take pictures of their trip and allow the McKelvey School of Engineering to use their pictures in publications and on the web. Also, students must submit a final written report after they return which describes how this trip complemented their overall education experience and how it will likely impact their future.

_________________________________________________ _______________________________
Signature       Date

8/6/2019

Washington University in St. Louis,
Engineering undergraduate Student Services
Campus Box 1100, Lopata 303
One Brookings Drive,
St. Louis, Missouri 63130-4899 (314) 935-6100