



## Biomedical Engineering (BME) Undergraduate Travel Assistance Application

**Purpose:** To promote career development of BME undergraduate students by supporting travel activities associated with academic visibility on national or international arena

**Eligibility:**

- You must have declared the BME additional major.
- The trip must be related to biomedical engineering.
- The trip must be associated with significant honor or visibility, such as presenting at a major national conference or receiving a major award. Research and development activities alone are not eligible.

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**Student Name:**

**CMU Major/Minor:**

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**Full Name of the Event (no abbreviations):**

**Dates and Location:**

**Estimated Major Expenses Including Meeting Registration (please itemize):**

**Other Funding Applied:**

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**Role in the Event (include the title of session and presentation if attending a meeting):**

**Benefits to the Career of the Student:**

**Visibility:**

**Draft News Release:**

**Attach Documents Supporting the Invitation or Acceptance to the Event:**

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**Assurance:**

I hereby assure that the support will be sought only if I carry out the specified activities and I agree to provide BME with pictures or other items for publicity upon completion of the trip. I will identify my BME affiliation in my presentation.

**Print Name and Sign:****Date:**

- Support will be provided in the form of maximal travel allowance, to be reimbursed upon the completion of the trip and with proper original receipts for travel-related costs (books or research supplies are not covered).
- Reimbursements should normally be submitted within 30 days of trip completion. Support for trips already completed within one semester may be considered, but those completed 90 days or more ago may be subject to taxation.
- Application deadline is the Friday of the second week of each semester. Application missing a deadline may be considered in the following semester.