**9.5.6 Travel Grant Application and Reimbursement Form**

**Purpose**: Travel Grants are available to assist (1) student presenters who have limited financial resources to present their work, and for (2) faculty members from lower income countries to travel outside their borders to present their work at the upcoming conference. Low and lower middle income are defined by the World Bank classification.

**Instructions**: All reimbursements will be paid in U.S. Dollars. If you have a U. S. bank, you will generally receive a reimbursement check at the conference. Please make every effort to contact the AME Treasurer, during the hours announced at the conference. If it is necessary to mail a reimbursement check, we will use the mailing address supplied below. If you do not have a U.S. bank account, you will receive reimbursement via a wire transfer. If a wire transfer to a non-U.S. bank is needed, we **strongly encourage you to take Section 2 of this form to your bank** to make sure we will have the information which your bank needs. Complete and accurate banking information is required for reimbursement. As a result, we ask that you type information for wire transfers if possible. Also, if the information you provide is incorrect, and the form is returned, we will charge a small fee for resubmittal.

**Section 1:** All Applicants – Contact information

Date:

First Name (Given Name):

Last Name (Family/Surname):

Email Address:

Institution: Student (Yes/No):

Indicate the address at which you will receive correspondence. This is also the address for reimbursement by a check to be cashed in a U.S. Bank.

Address 1:

Address 2:

City:

State/Province: Country: Postal Code:

**Travel Budget**

The Travel Grant amount maximum is $1,000 in U.S. dollars. Reimbursements are based on this application regardless of fluctuations in currency exchange rates or higher actual expenses. Collect all receipts for listed expenses. We do not reimburse for first-class travel, rebooking fees, insurance, etc.

Total Amount Requested for Reimbursement: **$**

Currency/Exchange rate if not in U.S. dollars:

Please give your estimated expenses (preliminary budget) for reimbursement below and bring all receipts to the conference. Valid expenses include:

Airline travel :

Other travel :

Accommodations (Lodging) :

Conference registration fee :

Obtaining travel visa:

**AME Reimbursement Form/Wire Transfers (DO NOT EMAIL THIS SECTION.)**

**Section 2:** Fill this out if you are requesting reimbursement to a non-U.S. bank. Otherwise, leave this blank. AME only uses wire transfers to direct dollars to non-U.S. banks. Remember, Section 2 should **not be emailed with the Contact and Travel Budget**. Please **BRING this completed form and receipts** to the conference.

Name:

Nationality:

Home Address (if different from page 1):

Address 1:

Address 2:

City:

State/Province:

Country:

Postal Code:

**Banking Information for Wire Transfers**

Please review this information with a **wire transfer expert at your bank** to assure banking requirements are met. Some items may not apply in all countries or banks. We request you type in CAPITAL letters to avoid confusion between international scripts, letters and numbers. Please use **black ink and capital letters** if handwriting is necessary.

Name on the Account:

Home Telephone Number (including Country Code):

Bank Name:

Bank Address:

Bank Identifier Number (IBAN):

SWIFT/BIC Code:

Bank Account Number:

Routing Number or Sort Code:

Other required Information:

Thank you for completing this additional wire transfer information. Please contact the conference email address with any questions.