EXPENSE REPORT

PLEASE PRINT CLEARLY!!

ACM SRC Participant	Name:	CONFERENCE NAME	Date
ACM Student Member #	Address:		Email:

Day / Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat	EXPENSE TOTAL
AIR,RAIL TRANSPORT								
TAXI, LIMO								
HOTEL								
MEALS								
BUSINESS MEALS								
AUTOMILEAGE								
PARKING & TOLLS								
TIPS								
REGISTRATION								
MISCELLANEOUS								
SUPPLIES, COPYING								
MISCELLANEOUS								
Subtotal								
							Total Due:	

Mileage: from, to, and distance traveled at 55.5 cents per mile
Meals: not to exceed **$50(US)**; **$60(Non-US)** per day; include date, place, meeting subject, and persons

All Miscellaneous Expenses

EXPLANATION OF EXPENSES (Attach an additional sheet if necessary):

For international students only: for wire transfer, please provide the following information:
Omitting any of this information will cause a delay in processing

Bank Name/Branch **Swift Code**
Full Name on Account
Bank Account number

YOU MUST ATTACH ALL RECEIPTS FOR ALL EXPENSES ABOVE **$25.00 US.**

SIGNED: _____ APPROVED: _____

DATE: _____ DATE: _____

MAIL TO:
ACM, attention: Nanette Hernandez
2 Penn Plaza, Suite 701
New York, NY 10121