

EXPENSE REPORT

PLEASE PRINT CLEARLY!!

ACM SRC Participant

Your Name:	CONFERENCE NAME:	Date:
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ACM Student Member #	Your Address:	Email:
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	SUN	MON	TUE	WED	THU	FRI	Sat	EXPENSE
Day:								
Date:								TOTAL
AIR, RAIL TRANSPORT								
TAXI, LIMO								
HOTEL								
MEALS								
BUSINESS MEALS								
AUTO MILEAGE								
PARKING & TOLLS								
TIPS								
REGISTRATION								
MISCELLANEOUS								
SUPPLIES, COPYING								
MISCELLANEOUS								
SUBTOTAL								
								Total Due:

Mileage: from, to, and distance traveled at \$.58 per mile as of January 1, 2019

Meals: not to exceed **\$60(US); \$75(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, the ACM finance department requires the following:

Bank Name/Branch/Address:

Full Name on Account:

IBAN/Bank Account Number:

Swift Code:

Phone Number:

Omitting any of this information will cause a delay in processing

YOU MUST ATTACH ALL RECEIPTS FOR ALL EXPENSES ABOVE **\$25.00 USD**

Mail to: Association for Computing Machinery
 Attn: Nanette Hernandez
 1601 Broadway – 10th floor
 New York, NY 10019-7434
 or Email: hernandez@hq.acm.org

SIGNED: _____

DATE: _____

APPROVED: _____

DATE: _____