

## **FAQs for Expense Reimbursement Grants:**

### ***How do I apply for the reimbursement?***

- 1. Fill out and finalize online form using the link which was sent to you by e-mail**
- 2. Print finalized form**
- 3. Mail the following to ACM:**
  - printed form**
  - all original receipts**

### ***Mail to this address:***

Association for Computing Machinery  
ATTN: SIG Travel Grants  
2 Penn Plaza, Suite 701  
New York, NY 10121-0701

**PLEASE NOTE: All receipts must be received by ACM before your expenses can be processed.**

### ***What is the process for completing the on line expense form?***

You must complete the on line expense form by listing all your expenses and the corresponding dates. Do not do this before the conference has taken place or your expenses will be denied. In addition, the dates you enter on the expense form must match the dates on your receipts or your expenses will be denied. You must click on 'finalize' in order for your form to remain in our system. This is required or we cannot process your payment. *Please note: be sure you have gathered all paperwork and receipts before filling out the form. Once you click on 'finalize' you cannot make changes. Make sure your name and address are legible.*

### ***What documentation must I provide?***

You will need to provide receipts totaling the amount of your award and you need to include the completed on-line expense form.

### ***How do I know you received my paperwork and when can I expect a check?***

When we have processed your receipts you will receive an email. After that you can expect a check within 30 days.

### ***What if I don't receive my check within 30 days – is there someone I can contact?***

Contact: [SIGtravelgrants@acm.org](mailto:SIGtravelgrants@acm.org) to inquire about the status.

### ***I booked my flight on line. What do I do? I don't have an original receipt.***

Print out your itinerary along with the portion of your receipt showing your credit card was charged. If your receipt does not show the payment transaction, send a copy of your credit card statement highlighting the charge, *in addition* to your flight documentation.

### ***I booked my hotel reservation on line. What do I do? I don't have an original receipt.***

When you check out of the hotel ask for a receipt indicating the paid amount. Send it along with a printout of your online confirmation/reservation. If you are unable to get a hard receipt, submit your online confirmation but make sure it shows your credit card was charged. If that is not evident, send a copy of your credit card statement highlighting the charge.

***My university paid for my flight. How do I arrange for reimbursement?***

Print out the flight documentation and clearly indicate to whom/what institute the check should be made payable, along with a mailing address.

***My university paid for a portion of my expenses and requires original receipts. How can I obtain reimbursement for the remainder from ACM if my university has the original receipts?***

Make note that original receipts were submitted to your university to cover X% or X dollars of expenses and provide copies of the receipts to ACM.

***What is the meal allowance?***

Reimbursements for meals are based on a maximum daily rate and are determined by geographical areas and require receipts. The maximum allowance is \$50 per day in the United States and \$60 per day outside of the United States.

***Can I be reimbursed for mileage on my vehicle if I drive to the event?***

Yes, use of your personal automobile is permitted where it is reasonable and convenient. Mileage will be reimbursed at the IRS allowable rate along with reasonable amounts for parking and tolls. Gasoline, oil, insurance, depreciation, etc., are included in this allowance.

***It's the end of the semester and I'll be moving soon. What address should I provide?***

Provide the mailing address where you expect to be living four to six weeks after you mail your paperwork.

***My documentation is very brief. Can I e-mail it to you?***

No, all paperwork must be sent by regular mail (FedEx, etc.). ACM's policy does not allow electronic submission of receipts at this time.

***Do I need to list and submit receipts in excess of the total amount approved?***

No, the program will not accept expenses that exceed your maximum. If you need to combine expenses to meet your cap, but together they exceed your cap, only enter figures that add up to your exact maximum. For example: your maximum reimbursement is \$500, your hotel bill is \$360 and your flight is \$280. You can list \$360 for your hotel and \$140 for your flight; or \$280 for your flight and \$220 for your hotel – or any combination that equals \$500, as long as you have incurred the maximum expense, or more.

***Do I need to print out the online form and mail it to you?***

Yes. You must finalize your form for it to remain in our system, which is required. Please note: be sure you have gathered all paperwork before filling out the form. Once you click on 'finalize' you cannot make changes. Make sure your name and address are legible. You must print out your form and mail it with your paperwork.

***My friend and I shared hotel charges, and we both have been awarded travel grants, how do we both submit the same original receipt?***

If a roommate or other person's credit card is used to cover your expense, that person must email us with his/her approval to reimburse you for the expense, or portion of the expense. Finance will not write a check payable to you without the permission of the person who actually paid for the charge.