

EXPENSE REPORT

PLEASE PRINT CLEARLY!!

ACM SRC Participant

| | | |
|-------|-----------------|------|
| Name: | CONFERENCE NAME | Date |
|-------|-----------------|------|

| | | |
|----------------------|----------|--------|
| ACM Student Member # | Address: | Email: |
|----------------------|----------|--------|

| | Day | SUN | MON | TUE | WED | THU | FRI | Sat | EXPENSE |
|---------------------|-----|-----|-----|-----|-----|-----|-----|------------|---------|
| 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 56 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**.

Send to: Association for Computing Machinery
 Attn: Nanette Hernandez
 2 Penn Plaza, Suite 701
 New York, N.Y. 10121-701

SIGNED: _____

APPROVED: _____

DATE: _____

DATE: _____ MAIL TO: _____

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