
ACM Grant - Rzig - for SIGSOFT CAPS ISSTA 2023

1 message

SIGTravelGrants@acm.org <SIGTravelGrants@acm.org>
To: dhiarzig@umich.edu

Thu, Jun 1, 2023 at 1:15 PM

Dear Dhia Elhaq Rzig,

You have been approved for a travel reimbursement of \$ 800.00 for SIGSOFT CAPS ISSTA 2023.

Please complete an ACM expense report at the link below and attach your travel-related receipts.

Some helpful tips for submitting your reimbursement:

- The dates on the Expense Form must match the dates on the receipts.
- The expenses cannot be submitted until after the conference has ended.
- The following items are reimbursable: Flight, Hotel, Taxi, Cab, Shuttle, Meals, Mileage, Parking.
- Conference registration is not a reimbursable expense.
- Receipts are required for each expense, including cash receipts. Receipts must show a payment was made or a zero (0) balance.
- If a submitted receipt carries another individual's name, you must provide a note from that individual indicating that it is OK for ACM to reimburse you.
- For receipts that are not in English or are written in language characters, please indicate what the expense is, the expense amount, and where your name appears on the receipt.
- Receipts paid by credit card should include your name and the total amount paid.
- If the receipt only includes the last 4 digits of the card, please attach proof that the card belongs to you. Acceptable proof is a picture of your card showing your name and the last four digits. You may black out the other numbers. If you do not want to submit your card, a credit card statement showing your name and the charge is also acceptable. Please attach the proof of payment along with your receipts, please do not email them to SIG travel grants.
- Requests for mileage reimbursement must include the to/from addresses, number of miles, and purpose of the trip (a Google maps mileage map with those details is preferred). ACM reimburses according to the current IRS business mileage rates. IRS mileage rates change frequently, so it is recommended to check the website prior to submission.
- Double check that you have your correct bank account information to ensure you receive your reimbursement in a timely manner.

You will receive a confirmation email when your reimbursement request is received and another when your receipts are approved. Please allow up to 30 days from the time of receipt approval to receive your grant. Recipients outside the US will receive payment via wire transfer. Recipients within the US will receive payment by direct deposit or check. Please note that timely payments are based on the accuracy of the information provided. ACM cannot release payments without proper documentation.

For more detailed instructions, please see our FAQs and examples of proper receipt format below.

The resources below provide detailed instructions on what a correct travel grant request includes. Should you need further guidance after reviewing, you may contact us at sigtravelgrants@acm.org.

Video Tutorial: Travel Grant Reimbursements

<https://youtu.be/W4ts8y43hlc>

Frequently Asked Questions

http://cms.acm.org/expense_form_new/FAQs_for_Expense_Reimbursements.pdf

Sample Reimbursements

http://cms.acm.org/expense_form_new/receipt-format-samples.pdf

Thank you.

Office of SIG Services

