

ACM Grant - Levente - for 2019 SIGDA ESWeek Student Travel Grant

SIGTravelGrants@acm.org <SIGTravelGrants@acm.org>

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To: Bajczi Levente <levente.bajczi@edu.bme.hu>

Dear Bajzi Levente,

You have been approved for a travel reimbursement of \$1,350.00 for 2019 SIGDA ESWeek Student Travel Grant. An ACM expense form can be found here:

http://cms.acm.org/expense_form_new/expense_body.cfm?conf=Forum868&s=030C050507

Some helpful tips for requesting reimbursement:

- The dates on the Expense Form must match the dates on the receipts.
- The expenses cannot be submitted until the conference has ended.
- The following items are reimbursable: Flight, Hotel, Taxi, Cab, Shuttle, Registration
- Receipts are required for each expense, including cash receipts.
- If a submitted receipt carries another individual's name, you must provide a note from that individual indicating that it is OK to reimburse you.
- If your name or the amount on the receipt is written in language characters, please translate or identify where your name and the amount is on the receipt.
- Receipts paid by credit card should include your name and total amount paid on the document. If the receipt only includes the last 4 digits of the card, please attach proof that card belongs to you (this can be a picture of the card showing your name and the last 4 digits, the rest can be blacked out). If purchases are consistently made with the same last 4 digit card, it is easier for us to identify that the receipt is yours without asking for other proof.
- Double check that you have your correct bank account information to ensure you receive your reimbursement in a timely manner.

Reimbursement requests will be reviewed and processed when received. You will receive an email message when your reimbursement request is received and another when the reimbursement is approved. Please allow up to 30 days after receiving an email of approval for the reimbursement to be fully processed.

If you have any questions please review the Frequently Asked Questions section in the attached document. You may also review a sample document that shows what an approved reimbursement should look like and include.

FAQ: http://cms.acm.org/expense_form_new/Expense-Reimbursement-Grant-Instructions.pdf.

Sample Reimbursements: http://cms.acm.org/expense_form_new/Travel-Grant-Receipt-Format-Samples.pdf.

You may also contact us at SIGTravelGrants@acm.org.

Thank you.