Claim Form for

Grant of Travel/ Accommodation Assistance /Reimbursement

To,

The President,

Association for Computing Machinery,

India

Sub: Grant of Travel Assistance / Reimbursement -…

Sir,

I, the undersigned, want to apply for grant of travel Accommodation assistance/reimbursement of Rs.\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only) for attending the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (write name of the event attended) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_(write place of event), India.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Name of the Claimant | : | | |
| 2. | Status / Category | : ACM Office Bearer/ Council member/ Chapter Representative/ Event Organizers/ Speaker/ Invitee / Delegate / Other (Pl. mention) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 3. | Address for correspondence | : | | |
| 4. | Email (**Legible** As it will be used for Bank transfer) | : | | |
| 5. | Telephone Number | : | | |
| 6. | Cell Phone No. | : | | |
| 7. | Particulars of Travel | : Date | From : | |
| : Date | To: | |
| 8. | Particulars of Bills/ Supporting submitted, if any |  | | |
| 9. | Bank Account Details  (Payment will be transferred online by NEFT within 15 days to this Bank A/c) | Name of the Bank: | | |
| Name & Address of the Branch: | | |
| Title/Name of the Account: | | |
| Type of Account : | | |
| Account No.: | | |
| IFSC Code: | | MICR Code: |

Thanking You,

Yours faithfully,

(Sign & Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

For Office Use: Sanctioned / Not Sanctioned :

(Reasons for not sanctioning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.)

Sanctioned By Prepared by Delivered by