



## 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 ( <b>Legible</b> 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