

QuickGuide to Payments, Reimbursements and Travel Grants

Volunteer Reimbursement: Travel and Other

- We need all ORIGINAL receipts and cannot accept scanned or faxed copies.
- For air travel we need boarding pass (after travel) and receipt/invoice.
- Volunteers can pay for small expenses (office supplies, postage, badges, etc.) and be reimbursed. All large bills should go directly through ACM.
- Reimbursement Request Forms should be submitted to the Conference Chair or Treasurer for approval then forwarded to Stephanie Smith for payment.
- For travel reimbursements only: You should submit your [ACM Volunteer Request, Authorization and Approval form](#) to the designated approval authority prior to your travel. Part B of this form must be completed by the designated approval authority and a determination should be made if an advance is required.

Honoraria

- US residents must provide their Social Security Number.
- Reimbursement Request Form should be submitted to the Program Chair for approval then forwarded to Stephanie Smith for payment.

Travel Grants

- US residents must provide their Social Security Number.
- Recipients of travel grants must provide all ORIGINAL receipts.
- For air travel we need boarding pass (after travel) and receipt/invoice.
- Reimbursement Request Form should be submitted to the Program Chair for approval then forwarded to the appropriate to Stephanie Smith.

Third Party Invoices

- When paying a company or individual for services rendered they must supply an original invoice with the following:
 - Name of Individual or Company.
 - Address.
 - US Federal Tax Identification Number or Social Security Number or National Taxpayers numbers.
 - The invoice must have ACM listed as the payee. (ACM can not pay for invoices addressed to a volunteer or university.)
- We need an original invoice and can not accept scanned or faxed copies.

-The invoice should be approved by the Conference Chair/Treasurer then forwarded to Stephanie Smith

Payment Options

ACM can make payment by corporate check or wire transfer after services are rendered and an invoice is received. We are able to make advanced deposits when an invoice is provided.

ACM can issue payments in US, Canadian, British, European, Australian and some Asian currencies. Please contact Stephanie Smith if you have a question about a specific currency not listed here.

ACM can accept payments by check, wire transfer and credit card.

Wire transfers take 1-2 days to make, checks take up to 3 weeks to process and mail to the recipient.

Stephanie Smith
2 Penn Plaza, Suite 701
New York, New York 10121
212.626.0612
smith_s@acm.org