



Annual Computer Security Applications Conference Reimbursement Request

Getting Started

This form is sent via WeTransfer.com to the ACSAC official who is authorized to approve it. The most common approving officials are:

- Conferenceships: conferenceships@acsac.org
- Instructors: tutorials@acsac.org
- Workshops: the workshop organizer or workshops@acsac.org
- Other: chair@acsac.org

There is a separate form for Payee Information. Don't forget to send that form also. ACSAC can't make a payment if we don't know where and how. Forms are available at <https://www.acsac.org/forms/>

Committee members who have received reimbursements previously do not have to re-submit a Payee Information form.

Parts of the Form

Everyone must fill in the top section. After that, only fill in the sections that apply to your claim.

Adjusted Total

Some conferenceship grants have a maximum reimbursement. If your reimbursement has a maximum limit, that is the most that you will receive.

Submitting the Request

Complete the form below using the free Acrobat reader, Google Docs, or a similar product. Make your name part of the saved file name. Scan or take a picture of receipts and other supporting documents. Use WeTransfer to send the complete form and attachments to the appropriate ACSAC official for approval.

When your form is complete:

- (1) connect to WeTransfer.com in your browser
- (2) If prompted, click on "Take me to Free."
- (3) Enter the email address of the approving official in "Email to".
- (4) Enter your email address in "Your Email"
- (5) Drag and drop or navigate to your file(s)
- (6) Click on Transfer