

## **ACM Student Travel Support Policy**

### **1. General principles**

ACM SIGAI supports student participants who travel to events sponsored by SIGAI or organized in cooperation with ACM subject to its annual budget for student travel support, and may also exceptionally consider supporting students who may want to participate at events not associated with ACM SIGAI. Priority is given to students presenting full papers or delivering other key parts of the event program, those involved in the organization of the event, and those who participate in several co-located events.

### **2. Eligibility**

Students must be enrolled for full-time study with a recognized academic institution, and must have been a member of ACM SIGAI at the time of application. It is acceptable to join ACM SIGAI just before making the application, but priority will be given to applicants who have been a member of ACM SIGAI for a longer period of time. Students receiving partial financial support for attendance at the event may request additional funding from ACM SIGAI.

### **3. Application procedure**

Applications for travel support are accepted on a rolling basis without any set deadline, and should be submitted by completing a form linked from three months before the start of the event. Applicants must supply personal details, details of the event, rationale for attendance, and estimated breakdown of costs with a statement about which part of these costs can be covered from other sources (where possible).

### **4. Terms**

By applying for travel support to ACM SIGAI, the applicant agrees to submit a written event report using the template provided as well as a portrait photograph, and gives ACM SIGAI permission to publish the report or parts of this with appropriate acknowledgement of the author in its online and print publications.

### **5. Approval procedure**

ACM SIGAI aims to make decisions within three weeks from receipt of an online application, and all individuals who have submitted a complete application will be informed by e-mail. Any decisions on funding are final, and ACM SIGAI reserves the right to approve only part of the requested funding. Applicants who receive offers for travel support are required to confirm acceptance of the grant within five working days.

### **6. Reimbursement procedure**

Reimbursement against an awarded student travel grant is conditional on accepting the award (including the total amount of the award) and submitting a report using the template provided and a headshot. After the event, travel grant holders should request a reimbursement form from the ACM SIGAI Conference Coordination Officer and return it with evidence of actual expenses (receipts, invoices, etc) within four weeks. Any expenditure not backed up by such evidence cannot be reimbursed.