



3. **Look up the GSA rate for “meals and incidentals” for your destination before you travel, and use it to guide your spending decisions.** You can find the [GSA rate here](#). Aim to keep your meals and other incidentals at or below the General Service Administration’s (GSA) designated per diem for your review’s location. Excessive overages may be denied reimbursement. *Note: the GSA designated per diem does not apply to hotel costs.*
4. **If driving, include a [Google Maps](#) or [Mapquest](#) printout of your route** from along with your reimbursement form. Actual mileage may be slightly different, especially since you will likely go back and forth between the hotel, museum site, and other locations, but the map will provide a general guideline. Request reimbursement for your actual mileage, using the per mile amount listed on the reimbursement form.
5. AAM is only able to reimburse for the costs incurred for the peer reviewer. This means that if you choose to pay for the meal of a representative of the museum during your visit, this will NOT be able to be reimbursed with MAP funds but will be at your own expense.
6. **Get clearance from AAM and/or the museum before you incur any unusual or unusually high expenses.** (MAP visits: if you anticipate total costs will exceed \$900 you need to inform the MAP staff and get authorization.)

## Reimbursable Expenses

### ✓ YES:

- Coach class air, rail, or bus fare
- Mileage for use of personal vehicle
- Rental car
- Ground transportation (airport shuttles, taxis, public transportation, etc.)
- Lodging in a commercial establishment (hotel, motel, inn, B&B)
- Airline standard checked baggage fee for up to two bags
- Meals en route and at destination (includes inflight meal purchase)
- Standard tips
- Parking (airport, hotel, on site)

### ✗ NO:

- Alcoholic beverages
- Personal / hospitality services (e.g., dry cleaning, in-room movies/games, etc.)
- Personal travel
- Travel upgrades/amenities purchased (seats, boarding priority, inflight wi-fi, movies, etc.)
- Expenses related to spouse/family/friend accompanying the peer reviewer on the trip
- Expenses related to other business enroute to/from the site visit destination or when at the destination
- Overweight/sized checked bagged fees
- Unreasonable or unsubstantiated expenses
- Trip insurance

## Documentation

### ✓ Acceptable

- Itemized receipts (date, service description/list of items purchases, provider, and proof of payment).
- Credit card swipe receipts plus the associated itemized receipt.
- For mileage: a printout of the route taken with mileage listed (from Google Maps, MapQuest, etc.).

### ✗ Unacceptable

- Receipts that do list items purchased/itineraries but do not show evidence of actual payment / method of payment
- Credit card receipt that only shows amount charged (must be submitted with the associated itemized receipt)
- Credit card statements/bills
- Hotel portfolios for meals charged to room without an accompanying itemized restaurant or room service bill