

MAP Peer Reviewer Site Visit Expense Form



Name: Stan Dards

Email Address: sdards123@theunivmuseum.edu

Payment method: direct deposit or check? Direct deposit

Make payment to (if different from above): University Museum of Art and Science

Mailing Address for check payments:
 987 Main Street
 Genericville, NY 96966

Institution Visited--Name: Imagine That! Science Center and Art Gallery

Institution Visited--City, State: Biloxi,MS

SD I have read the AAM Peer Review Travel Policy & this reimbursement request complies with it.
 Place an your INITIALS in the box to serve as your e-signature or insert your signature below:

Date →	3/21/2017	3/22/2017	3/23/2017	3/24/2017	Totals
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Lodging (Include itemized receipts)					
Room night incl taxes	\$ 110.65	\$ 110.65	\$ 110.65		
Total Lodging (will auto calculate)					\$ 331.95

Travel (Include itemized receipts)					
Air/Rail Fare	\$ 298.72				\$ 298.72
Mileage (personal vehicle): enter # miles →					
(mileage will auto calculate)	\$ -	\$ -	\$ -	\$ -	\$ -
Ground transportation (e.g., taxi, public transit, Uber, shared ride)	\$ 21.50	\$ 5.00	\$ 5.00	\$ 18.00	\$ 49.50
Rental Car					\$ -
Other travel (e.g., baggage fee, tolls, parking, rental car gas; do not include tips here)	\$ 25.00			\$ 25.00	\$ 50.00
Total Travel (will auto calculate)	\$ 345.22	\$ 5.00	\$ 5.00	\$ 43.00	\$ -
\$ 398.22					

Meals & Incidentals (Per Diem Based; See Instructions; No Receipts)					
Look up your M&E per diem amount at https://www.gsa.gov/perdiem and enter it here	\$51				
Enter your per diem amount for each day	\$ 38.25	\$ 51.00	\$ 51.00	\$ 38.25	
<i>1st and last day: per diem x .75</i>					
<i>All other days full per diem amount</i>					
Meals & Incidentals TOTAL					\$ 178.50

Other (Explain below in Notes)					
		\$ 9.99	\$ 9.99		\$ 19.98

TOTAL TO BE REIMBURSED					\$ 928.65
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Notes:
 Hotel wi-fi \$9.99 / day

