



Peer Review Travel Reimbursement Tips: Know *before* you go...and pay

Follow these tips so you don't miss out on any of your reimbursement!

This sheet highlights areas where peer reviewers most frequently encounter reimbursement delays or denials. Make sure to read the full [Peer Review Travel Policy](#) (online) too before you pull out your wallet or hit the road.

1. Always get an *itemized* receipt—not just proof of payment.

AAM only reimburses expenses documented with an itemized receipt.

When paying with a credit card: don't walk away with just your copy of the signed payment slip! Keep, or ask for, the itemized bill showing exactly what you purchased. AAM needs both the itemized part and the payment part.

When charging meals to your hotel room: keep or ask for the itemized receipt when you sign the bill. A charge on your hotel guest folio labeled "Room Service" or "Le Restaurant" will not suffice.

Here's an example of complete documentation:

Itemized Receipt	+	Credit Card Receipt											
Service Provider FAMOUS DAVE'S #2086 601 BALTIMORE PIKE BEL AIR, MD 21014 410-638-8955 3003 Megan H Tbl 33/1 Chk 3470 Gst 2 Sep20'14 05:43PM DINE IN <table style="width: 100%;"><tr><td>1 PORK PLATTER</td><td style="text-align: right;">12.99</td></tr><tr><td>1 SASSY SALAD</td><td style="text-align: right;">10.99</td></tr><tr><td colspan="2"> </td></tr><tr><td>Food Total</td><td style="text-align: right;">23.98</td></tr><tr><td>Tax</td><td style="text-align: right;">1.44</td></tr><tr><td>06:50PM Total Due</td><td style="text-align: right;">25.42</td></tr></table>	1 PORK PLATTER	12.99	1 SASSY SALAD	10.99			Food Total	23.98	Tax	1.44	06:50PM Total Due	25.42	FAMOUS DAVE'S #2086 601 BALTIMORE PIKE BEL AIR, MD 21014 410-638-8955 Date: Sep20'14 06:53PM Card Type: [REDACTED] Acct #: XXXXXXXXXXXX [REDACTED] Card Entry: SWIPED Trans Type: PURCHASE Trans Key: [REDACTED] Auth Code: [REDACTED] Check: 3470 Table: 33/1 Server: 3003 Megan H Subtotal: 25.42 ***** GUEST COPY ***** Tip _____ Total <u>31.42</u>
1 PORK PLATTER	12.99												
1 SASSY SALAD	10.99												
Food Total	23.98												
Tax	1.44												
06:50PM Total Due	25.42												
Date		Proof of payment											
Detailed description of items purchased													

2. **Deduct alcoholic beverages from your receipts or pay for them on a separate tab.** AAM does not reimburse for alcoholic beverages. One of the reasons AAM requires itemized receipts is to be certain that alcohol is not included.

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 by and for the peer reviewer(s). This means that if you choose to pay for a museum representative’s meal during your visit, this will NOT be reimbursable and 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 only: if you anticipate total costs will exceed \$1700 you need to inform the MAP staff and get authorization.*)
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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

See the full Peer Review Travel Policy at www.aam-us.org for more details.