

MUSEUM on Main Street

Travel Expense Documentation

Please use this form to submit all expenses and receipts for Museum on Main Street travel. Travel includes lowest possible coach airfare; train; bus; car rental; taxi; parking; and tips related to travel. The current rate for mileage reimbursement for use of a personal vehicle is 50 cents per mile.

Airfare: Include original boarding passes and an original airline receipt printed at the airport kiosk.

Hotel: If MoMS is not paying for your hotel directly, please include an original hotel receipt showing a zero balance due.

Meals: We will reimburse meal expenses while on route to Museum on Main Street meetings. Meals will be provided during the meeting. Specify whether meal is breakfast, lunch, or dinner. Maximum daily reimbursement rates will be determined by meeting locality. M&IE rates can be found at www.gsa.gov/perdiem

Date	Description/Purpose	Amount
Total		\$

Original receipts are required for all expenses except mileage and metro fares. Lack of compliance will result in non-reimbursement.

I certify, under penalty of law (U.S.C Title 18), that the expense reimbursement requested is for official business, and that reimbursement for these expenses has not and will not be requested from any other source. In the event that the attached receipts are representations of the original documents, original receipts will be kept on file in the council offices.

signature

printed name

date

state council name

exhibition name and tour year

Please return this form with original receipts to:

Carol Harsh
Museum on Main Street, SITES
PO Box 37012, MRC 941
Washington, DC 20013