



**International Partnerships Among Museums
2003 - 2005 Cycle**

Travel Expense Form

- †† The information requested on this form is for auditing and reporting purposes.
 - †† Failure to submit this report means that the program requirements have not been fulfilled, and may result in the recovery of granted funds from the institution.
 - †† Participants are encouraged to exhaust their funds on program related expenses. Any unspent money will have to be returned to AAM.
 - †† The Travel Expense Record, corresponding receipts, and copy of airline ticket/receipt must be submitted to IPAM staff office within 14 days of a participant's return home from their exchange.
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Please Note:

- The IPAM program provides a total of \$3730. All funds must be accounted for in order to complete the partnership.
- **Please attach receipts over \$25** to each week's sheet in chronological order. If multiple expenses under \$25 for one day total more than \$25, please make note of this (e.g. Two cab trips on March 17, 2005 for \$16.10 each=\$32.20).
- **When multiple currencies are used in one week (e.g. US Dollars and Euros), please use two separate sheets** for that week, and attach the corresponding receipts to the appropriate sheet.
- **Do not convert the daily expenses and then total.** When in the U.S., record expenses in U.S. dollars. When abroad, record expenses in local currency and convert weekly totals to U.S. dollars. For exchange rates, please select an average of the rates while you are traveling and use it for all expenses. Total the expenses in the currency used and then convert the weekly total.
- **Include copy of airline ticket or a ticket receipt with this expense record.**
- **The grant money does not cover cost of alcohol.**
- **Make copies of all documents and retain for your records.**
- Non-U.S. participants are strongly advised to complete their Travel Expense Record prior to their return home and arrange for their U.S. partner to mail it to the IPAM office on the day of their departure.

Return this form within 14 days to:

IPAM
American Association of Museums
1575 Eye Street NW, Suite 400
Washington, DC 20005
1.202.289.9115
Fax: 1.202.289-6578
ipam@aam-us.org

Name: _____

Dates of Exchange: _____

Host Institution: _____

**INTERNATIONAL PARTNERSHIPS AMONG MUSEUMS 2003-2005
TRAVEL EXPENSE RECORD**

| | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|---------------|
| Date: | | | | | | | | | | TOTALS |
|--------------|--|--|--|--|--|--|--|--|--|---------------|

SUBSISTENCE (Grant does not cover cost of alcohol.)

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| Meals: | | | | | | | | | | |
| Lodging: | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

GROUND TRANSPORTATION

| | | | | | | | | | | |
|-----------------------------|--|--|--|--|--|--|--|--|--|--|
| Air/Rail: | | | | | | | | | | |
| Taxi/Public Transp.: | | | | | | | | | | |
| Other: | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

SHIPPING/EXCESS BAGGAGE

Description:

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|------------------------|--|--|--|--|--|--|--|--|--|--|
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| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

BOOKS/EDUCATION/CULTURE

Description:

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|------------------------|--|--|--|--|--|--|--|--|--|--|
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| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

MISCELLANEOUS

Description:

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|------------------------|--|--|--|--|--|--|--|--|--|--|
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| Daily Subtotals | | | | | | | | | | |

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|----------------------------------|--|--|--|--|--|--|--|--|--|--|
| Total Expenses for Week 1 | | | | | | | | | | |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|

Use the following conversion formula to convert local currency to U.S. dollars

Total expenses: _____ ÷ Exchange rate: _____ = U.S. \$: _____

Name: _____

Dates of Exchange: _____

Host Institution: _____

**INTERNATIONAL PARTNERSHIPS AMONG MUSEUMS 2003-2005
TRAVEL EXPENSE RECORD**

| | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|---------------|
| Date: | | | | | | | | | TOTALS |
|--------------|--|--|--|--|--|--|--|--|---------------|

SUBSISTENCE (Grant does not cover cost of alcohol.)

| | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|
| Meals: | | | | | | | | | |
| Lodging: | | | | | | | | | |
| Daily Subtotals | | | | | | | | | |

GROUND TRANSPORTATION

| | | | | | | | | | |
|-----------------------------|--|--|--|--|--|--|--|--|--|
| Air/Rail: | | | | | | | | | |
| Taxi/Public Transp.: | | | | | | | | | |
| Other: | | | | | | | | | |
| Daily Subtotals | | | | | | | | | |

SHIPPING/EXCESS BAGGAGE

Description:

| | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| Daily Subtotals | | | | | | | | | |

BOOKS/EDUCATION/CULTURE

Description:

| | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| | | | | | | | | | |
| Daily Subtotals | | | | | | | | | |

MISCELLANEOUS

Description:

| | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| Daily Subtotals | | | | | | | | | |

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|-------------------------------------|--|--|--|--|--|--|--|--|--|
| Total Expenses for Week 2 | | | | | | | | | |
| Cumulative Total (weeks 1-2) | | | | | | | | | |

Use the following conversion formula to convert local currency to U.S. dollars

Total expenses: _____ ÷ Exchange rate: _____ = U.S \$: _____

Name: _____

Dates of Exchange: _____

Host Institution: _____

**INTERNATIONAL PARTNERSHIPS AMONG MUSEUMS 2003-2005
TRAVEL EXPENSE RECORD**

| | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|---------------|
| Date: | | | | | | | | | | TOTALS |
|--------------|--|--|--|--|--|--|--|--|--|---------------|

SUBSISTENCE (Grant does not cover cost of alcohol.)

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| Meals: | | | | | | | | | | |
| Lodging: | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

GROUND TRANSPORTATION

| | | | | | | | | | | |
|-----------------------------|--|--|--|--|--|--|--|--|--|--|
| Air/Rail: | | | | | | | | | | |
| Taxi/Public Transp.: | | | | | | | | | | |
| Other: | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

SHIPPING/EXCESS BAGGAGE
Description:

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

BOOKS/EDUCATION/CULTURE
Description:

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

MISCELLANEOUS
Description:

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

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|-------------------------------------|--|--|--|--|--|--|--|--|--|--|
| Total Expenses for Week 3 | | | | | | | | | | |
| Cumulative Total (weeks 1-3) | | | | | | | | | | |

Use the following conversion formula to convert local currency to U.S. dollars

Total expenses: _____ ÷ Exchange rate: _____ = U.S. \$: _____

Name: _____

Dates of Exchange: _____

Host Institution: _____

**INTERNATIONAL PARTNERSHIPS AMONG MUSEUMS 2003-2005
TRAVEL EXPENSE RECORD**

| | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|---------------|
| Date: | | | | | | | | | | TOTALS |
|--------------|--|--|--|--|--|--|--|--|--|---------------|

SUBSISTENCE (Grant does not cover cost of alcohol.)

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| Meals: | | | | | | | | | | |
| Lodging: | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

GROUND TRANSPORTATION

| | | | | | | | | | | |
|---------------------------------|--|--|--|--|--|--|--|--|--|--|
| Air/Rail: | | | | | | | | | | |
| Taxi/Public Transp.: | | | | | | | | | | |
| Other: | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

SHIPPING/EXCESS BAGGAGE

Description:

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

BOOKS/EDUCATION/CULTURE

Description:

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

MISCELLANEOUS

Description:

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

| | | | | | | | | | | |
|-------------------------------------|--|--|--|--|--|--|--|--|--|--|
| Total Expenses for Week 4 | | | | | | | | | | |
| Cumulative Total (weeks 1-4) | | | | | | | | | | |

Use the following conversion formula to convert local currency to U.S. dollars

Total expenses: _____ ÷ Exchange rate: _____ = U.S. \$: _____

Name: _____

Dates of Exchange: _____

Host Institution: _____

**INTERNATIONAL PARTNERSHIPS AMONG MUSEUMS 2003-2005
TRAVEL EXPENSE RECORD**

| | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|---------------|
| Date: | | | | | | | | | | TOTALS |
|--------------|--|--|--|--|--|--|--|--|--|---------------|

SUBSISTENCE (Grant does not cover cost of alcohol.)

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| Meals: | | | | | | | | | | |
| Lodging: | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

GROUND TRANSPORTATION

| | | | | | | | | | | |
|-----------------------------|--|--|--|--|--|--|--|--|--|--|
| Air/Rail: | | | | | | | | | | |
| Taxi/Public Transp.: | | | | | | | | | | |
| Other: | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

SHIPPING/EXCESS BAGGAGE

Description:

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

BOOKS/EDUCATION/CULTURE

Description:

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

MISCELLANEOUS

Description:

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

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|-------------------------------------|--|--|--|--|--|--|--|--|--|--|
| Total Expenses for Week 5 | | | | | | | | | | |
| Cumulative Total (weeks 1-5) | | | | | | | | | | |

Use the following conversion formula to convert local currency to U.S. dollars

Total expenses: _____ ÷ Exchange rate: _____ = U.S. \$: _____

Name: _____

Dates of Exchange: _____

Host Institution: _____

**INTERNATIONAL PARTNERSHIPS AMONG MUSEUMS 2003-2005
TRAVEL EXPENSE RECORD**

| | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|---------------|
| Date: | | | | | | | | | | TOTALS |
|--------------|--|--|--|--|--|--|--|--|--|---------------|

SUBSISTENCE (Grant does not cover cost of alcohol.)

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| Meals: | | | | | | | | | | |
| Lodging: | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

GROUND TRANSPORTATION

| | | | | | | | | | | |
|---------------------------------|--|--|--|--|--|--|--|--|--|--|
| Air/Rail: | | | | | | | | | | |
| Taxi/Public Transp.: | | | | | | | | | | |
| Other: | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

SHIPPING/EXCESS BAGGAGE

Description:

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

BOOKS/EDUCATION/CULTURE

Description:

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
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| Daily Subtotals | | | | | | | | | | |

MISCELLANEOUS

Description:

| | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| | | | | | | | | | | |
| Daily Subtotals | | | | | | | | | | |

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|-------------------------------------|--|--|--|--|--|--|--|--|--|--|
| Total Expenses for Week 6 | | | | | | | | | | |
| Cumulative Total (weeks 1-6) | | | | | | | | | | |

Use the following conversion formula to convert local currency to U.S. dollars

Total expenses: _____ ÷ Exchange rate: _____ = U.S. \$: _____