



AAMVA Expense Report

Name:		Payee:		Purpose of Travel (Required):	Multiple Destination (Y/N)	Week Ending
Email Address:		Type (Employee / Volunteer):	Volunteer	2017 Annual Region II Planning Meeting Chattanooga, Tennessee	N	11/05/16
Phone #:		Address (if not employee):				

Expense Coding																		
Project #	Task #	Grant (Y/N)	Date	Points of Origin & Destination	Transportation (Air/Rail)	Lodging (room & tax)	Travel Phone & Internet	Car Rental	Taxi & Limo	Gas / Tolls / Parking	Mileage	Per Diem	Entertainment (Input & Itemize Below)		Other (Input & Itemize Below)			Daily Total
											\$	Meals & Incidental Expenses	Entertainment (Activities / Meals)	Alcohol	Business Meals	Employee Telecom	Miscellaneous	
802-111-029	999	N	11/01/16								\$0.00	\$48.00						\$48.00
802-111-029	999	N	11/02/16								\$0.00	\$5.00						\$5.00
802-111-029	999	N	11/03/16								\$0.00	\$48.00						\$48.00
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Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$101.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$101.00
Account Code					5310	5312	5503	5313	5316	5314	5314	5315	9014	9003	5317	5700		

ITEMIZED ENTERTAINMENT AND/OR OTHER EXPENSES (Provide additional page if necessary)

Date	Name of Person(s), Title, Company	Time & Place	Business Purpose/Miscellaneous Items	GL Account	Amount		
Total					\$0.00	Due/(Owed)	\$101.00

Accounting Use Only	Other Policy Information	
Date Received:		
Date Processed:		Requestor (Print name) _____ Signature _____ Date _____
Processed By:	Review the T&E policy & form prior to completion	I certify that this reimbursement request is prepared in accordance with AAMVA's T&E Guidelines.
Comments:	Special Mailing Instructions (if applicable):	Patrice L. Aasmo
		Project Manager Approval (Print name) _____ Signature _____ Date _____
		Supervisor Approval (Print name) _____ Signature _____ Date _____
IRS Mileage Rate	\$0.575	

Policy Guideline Overview (Refer to complete guidelines for details)

- Per Diem for travel meals & incidentals required. No receipts are required for travel meals & incidentals (M&IE). Original itemized receipts for all other expenses, **regardless of amount**, are required.
- If meals are provided, Per Diem must be reduced by applicable Per Diem amount.
- Boarding pass (when possible) & receipt is required for airfare.
- Rental cars require advance approval by AAMVA.
- Meals are reimbursed based on a per diem schedule. The meal should be expensed for the actual amount expended not to exceed the U.S. Government per diem rate. Additional details on per diem rates by city can be found at: <http://www.gsa.gov/portal/category/21287>
- Reimbursement request should be submitted within 5 days of travel completion. Week ending date should reflect last date of travel or expenditure.

Additional Information & Guidance (If Applicable) - For Use by AAMVA Program Manager

Please fill out the form, scan along with all receipts, and send via email to: paasmo@aamva.org.

Per Diem Rate Guidance for Conferences/Events (if applicable)

Per Diem in Chattanooga, Tennessee is \$64.00 per day broken down as follows:

Breakfast \$15.00
Lunch \$16.00
Dinner \$28.00
Incidentals \$5.00

First and Last Day of Travel \$48.00 **maximum**.

Meals provided by AAMVA Region II, Inc. should not be included in per diem expenses.