

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.