

**safe drivers  
safe vehicles  
secure identities  
saving lives!**



### 2017 AAMVA Non-Employee Expense Report

**Required by Project  
Manager**

Grant? (Y/N)	
Active Project? (Y/N)	
Funding Available? (Y/N)	

IRS Mileage Rate \$ 0.535

Week Ending:	Travelers Name:	Payee:	Purpose of Travel (One project per expense report):
	Email Address:	Address:	
	Phone #:	Address 2:	

**Expense Detail**

Date Expense Incurred	Points of Origin & Destination	Transportation (Air/Rail) & Baggage Fees	Lodging (room & tax)	Travel Phone & Internet	Car Rental	Local/Ground Transportation/ Taxi, Metro, etc.	Gas / Tolls / Parking	Mileage - IRS rate \$0.535	Meals & Incidental Expenses (Per Diem)	Miscellaneous	TOTAL

IRS Mileage Rate	TOTAL									
\$ 0.535	EXPENSE CODE	5310	5312	5503	5313	5316	5318	5314	5315	Provide Details Below

**Project #** \_\_\_\_\_ **Task#** \_\_\_\_\_ I certify that this reimbursement request is prepared in accordance with AAMVA's T&E Policy.

Miscellaneous Expense Details:	Traveler/Requestor (Print name)	Signature	Date
	Project Manager Approval (Print name)	Signature	Date