



**AAMVA**  
**Travel and Expense**  
**Guidelines and Procedures**

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## OVERVIEW

The information contained in these guidelines represent a compilation of policy statements and travel and expense guidelines, which are designed to assist AAMVA staff and volunteers (“Individual”) in performing AAMVA related travel and entertainment activities in an efficient and cost-effective manner, while ensuring compliance with applicable Internal Revenue Service requirements and Federal grant and contracting guidelines.

This guideline is intended to address the policy and process requirements governing the reimbursement of Individuals for travel related, entertainment and any other expenditures made on behalf of AAMVA. Generally speaking, the AAMVA Expense Report should be utilized to request reimbursement of any expenditure directly made by Individuals. AAMVA will reimburse only those expenses items that are deemed reasonable. A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. When making travel arrangements, travelers must consider their responsibilities to the organization, its members, employees, and clients, the public at large and the Federal Government.

Business travel, entertainment and other reimburseable costs represent a large operating expense for the organization. Accordingly, these guidelines have been established to ensure the reasonability of business travel and entertainment related costs. AAMVA's intent is that travelers suffer no financial loss, nor realize any financial gain from such business travel or reimbursement of expenses.

AAMVA's Travel and Expense Guidelines and Procedures are based on a mix of Federal Government Per Diems for Meals and Incidental Expenses (M&IE) and actual lodging/other costs. The General Services Administration (GSA) establishes Per Diem rates for destinations within the Continental United States (CONUS). The State Department establishes the foreign rates (for example, Russia, Aruba, Bahamas, Europe, etc.). The Department of Defense (DOD) establishes non-foreign rates such as Alaska, Hawaii, Puerto Rico, and Guam. One of the benefits of using the GSA Per Diem rates is the traveler will no longer be required to provide receipts for M&IE related expenses. Per Diem information can be found in the FAQ section of the GSA website at: <http://www.gsa.gov/portal/category/21287>.

### Responsibilities

It is each Individual's responsibility to become familiar with the policies and procedures outlined in this guideline. Compliance and administration of this policy is the responsibility of every Individual. Expense report reimbursement requests that are not in compliance with these guidelines risk delayed, partial or no reimbursement. Any exceptions to this policy must have the prior approval of the CFO. Cases of significant or willful abuse may result in disciplinary action, up to and including termination.

Managers with delegated approval authority are responsible for assuring that all policies/guidelines detailed herein are adhered to prior to approving expense reimbursement reports. Each Department Manager and Project Manager is responsible for auditing expense reports and receipts to ensure compliance. Any deviations must be explained on the expense report with the approval of the applicable manager documented or the employee will risk delayed, partial or forfeited reimbursement. Travel and entertainment expenses incurred under provisions of government contracts require compliance with applicable contract provisions and as such project managers should communicate these provisions to employees prior to incurring travel or related expenses.



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## **TRAVEL**

In certain circumstances travel may be related to conferences or events planned by AAMVA. In such instances lodging may have been pre-arranged on behalf of the attendees. Attendees of conferences should coordinate with the appropriate AAMVA department (typically Member & Conference Services) prior to making arrangements.

### **Travel Arrangements**

1. Individuals must book travel through AAMVA's authorized travel platform service provider. AAMVA provides a service through Safe Harbors Travel Group (Concur Travel) to support the travel reservation needs of staff and volunteers. Reservations should be made via the web-based Concur Travel platform to book all airline and rail reservations, lodging reservations (non conference) and car rental reservations, as well as all en route itinerary changes. Additional information regarding Concur Travel services is available from the Member and Conference Services Department.
2. Travelers should always review their itinerary to ensure that it is accurate. All errors should be reported to their travel provider immediately.
3. Suppliers, (airfare, lodging, etc.), must be selected without regard to promotional programs such as frequent flyer points or lodging club memberships.

### **Travel Transportation (Air and Rail)**

1. **Advanced Reservations:** Reservations should be booked as early as possible to take full advantage of any discounts or economy fares that are available. To maximize savings on airfares, the Individual must take advantage of any 30, 21, 14 or 7-day advance fares that are offered by the airlines. It is preferable to research travel plans prior to arranging meetings to avoid being locked into higher fares.
2. **Advanced Purchases:** In some cases it may be prudent or required for an Individual to purchase reservations in well in advance of the date of travel. While it is generally preferred that requests for reimbursement follow the actual dates of travel, in the case of advanced travel purchases the traveler has the option of submitting the request for reimbursement in advance of the travel date. In such cases, it is required that immediately subsequent to the actual dates of travel that the Individual submit the boarding passes and a copy of the original expense report submitted for reimbursement. If evidence of travel (i.e. boarding pass or equivalent) cannot be provided, the Individual may be required to reimburse AAMVA for the applicable costs.
3. **Lowest Fare Routing (LFR):** Individuals should seek the lowest possible coach fare for air and rail travel. Rail, bus and other forms of travel may be used when the Individual finds it convenient and less expensive than air travel. Exceptions to the LFR rule will be considered if the lowest fare requires unreasonable departure and arrival times or extensive layovers. Coach class must be used for all flights. Exceptions to the class of service requirement may be permitted allowing Business class for flights with a single leg over six hours long. First class air travel is not permitted. Any exceptions to the class of service requirement must be based on an appropriate justification and provided in writing for approval by the Chief Financial Officer or Chief Executive Officer in advance of the reservation being booked.
4. **Airline Preferences:** Airline preferences or frequent flyer mileage programs must not influence air travel arrangements if there is an increased cost to AAMVA. Employees are entitled to accumulate points on frequent flyer programs, as long as the company does not incur unnecessary additional expenses.



5. **Personal Travel:** When combining business and personal travel, employees are responsible for any additional cost above the cost of the lowest business trip available.
6. **Cancellations:** Individuals must notify their travel provider of any trip cancellations immediately. Electronic Tickets: Tickets should be issued electronically whenever possible in order to avoid the additional fees associated with paper ticketing. The Individual may request a paper ticket but will not be able to expense any applicable fees. With electronic ticketing, Individuals receive their boarding passes at the airport, rather than in advance. If utilizing electronic ticketing, the airline check-in requires the Individual to present a photo ID or the credit card used to purchase the ticket.
7. **Non-Refundable Tickets:** Non-refundable tickets should be used as these are the most economical tickets available for purchase. The major disadvantage of purchasing a non-refundable ticket is if the Individual needs to change or cancel the flight. Canceling a non-refundable ticket often results in a nominal change fee when the passenger changes the flight itinerary. AAMVA will reimburse employees for work-related change fees but Individuals are encouraged to carefully consider the likelihood of trip changes, before deciding whether a non-refundable ticket is appropriate.
8. **Required Documentation:** When submitting an expense report for reimbursement, Individuals must include the boarding pass (if provided), as well as the itinerary (that notes the credit card charged and a zero balance due) or the airline passenger receipt coupon.
9. **Upgrade Certificates:** Upgrade certificates/coupons are not reimbursable.
10. **Excess Baggage:** Reasonable and customary baggage and seat selection charges are eligible for reimbursement.

#### Travel Lodging

As noted previously, a significant component of travel lodging at AAMVA relates to conferences, meetings and related events. Such events are generally coordinated through Member & Conference Services and as such lodging accommodations are typically pre-arranged. The following guidance refers to non-conference Individual travel.

1. **Reservations:** Employees should exercise care in obtaining only standard rooms. Individuals should inquire if a corporate rate is available. Lodging should be selected based on the lowest price available for reasonable accommodations.
2. **Reimbursable Expenses:** Lodging accommodations for each night away on AAMVA business will be reimbursed at actual cost. Lodging charges should be limited to room, tax, meals, internet and telephone expenses.  
  
Non-lodging charges such as meals, internet, and telephone that are included on a hotel bill (including applicable taxes) must be segregated and reported accordingly on the expense report.
3. **Laundry Service:** Business trips that extend beyond four nights may necessitate that a laundry service be used. AAMVA will reimburse for reasonable lodging laundry and dry cleaning charges if travel exceeds four nights.
4. **Long Distance Charges:** Business calls, reasonable personal calls, fax and internet services while traveling are reimbursable. Whenever possible, employees should use a cell phone or telephone calling card for long distance telephone calls made while traveling. To ensure reimbursement an itemized invoice identifying individual calls and/or other services must be provided or identified on the lodging folio.



5. **Required Documentation:** The original lodging folio bill, clearly identifying a zero balance due, is required for reimbursement of lodging charges.
6. **Late Arrival Guarantees:** All lodging accommodations should be guaranteed for late arrival. If plans change, the Individual must advise their travel provider so they can cancel the reservation. AAMVA will not reimburse for lodging "no show" charges without a valid business justification approved by the applicable division executive.

**Tips for Obtaining Best Lodging Rates -**

- If the Individual is going to be visiting a member, client or partner, inquire if they have a local negotiated lodging rate that may be lower than the published lodging rate.
- Consider using AAA, AARP or any other club membership that offers discounts at lodgings.
- Upon check-in at lodgings, ask if there are any last-minute special rates.

Vehicle Rental, Personal Vehicle Use and Ground Transportation

1. **Reservations:** Individuals traveling alone may utilize up to a full size car while on company business. A larger vehicle may be chosen if business needs warrant the additional space (e.g. multiple Individuals, equipment or transporting customers). The cost of specialty rental vehicles (e.g., luxury, sports utility, convertible, etc.) will not be reimbursed, except in unusual circumstances and with advance, written approval from the President or CFO.
2. **Rental Guidelines:** Vehicles should be rented only when other means of transportation are unavailable, more expensive or impractical. The use of rental vehicles should be based on business and/or transportation needs, not as a matter of personal convenience.
3. **Refueling:** Vehicle rental agencies generally charge a large premium price for fuel when refueling at the airport. However, there are instances where the refuel fee is less than the cost of the Individual filling the tank. Individuals should always ask about the refuel charge and select the cheaper alternative.
4. **Required Documentation:** Original receipts for rental charges and fuel expenses must be included on the expense reimbursement report.

**Automobile Insurance:** When renting a vehicle while conducting business in the U.S. or internationally, Individuals should always accept the optional insurance coverage (collision damage waiver and liability) offered by the car rental agency. AAMVA's commercial insurance policy only extends liability coverage to certain employees when using personal vehicles.

Personal Vehicles

Individuals using their personal vehicle for AAMVA business will be reimbursed for mileage in excess of their normal commute mileage between home and office at the current IRS rates plus parking and toll charges. Itemized receipts are required for reimbursement of all parking and toll charges. Please note that the mileage reimbursement includes the cost of fuel and vehicle wear & tear. As such fuel costs cannot be claimed for reimbursement. When using EZ Pass, SmartTag or a similar device, include a copy of the activity statement or if unavailable a rate sheet from the service's website. The Individual's expense report should state the Individual's origin and destination.

When Individuals are using their personal vehicle for business, the Individual's insurance will be the primary carrier for any liability claims. AAMVA has excess liability insurance over and above the Individual's automobile liability insurance, if needed. AAMVA does not carry comprehensive and collision insurance to protect an Individual's vehicle in the event of an accident. The Individual is responsible for



any damage to their vehicle. Given the liability implications for the company, AAMVA may need to procure the current driver license records of Individuals and may also require proof of personal insurance coverage.

### Ground Transportation

Travel to and from the originating embarkation point and the Individual's home or office will be reimbursed. Individuals who utilize their personal vehicles will be reimbursed for mileage in excess of their normal commute mileage and parking. Taxi or sedan service may also be used if the duration of the business trip makes this option less expensive than parking at the airport if a personal vehicle is not an option.

### Vehicle Services (Taxi and Other Local Transportation)

The cost of taxis and related services to and from places of business, lodging and airports in connection with business activities is reimbursable. Use of taxis is authorized only when more economical services (hotel vans, shuttles, etc.) are not available. Individuals are encouraged to utilize public transportation whenever feasible. When using a car service to and from the office, the business purpose must be documented on the receipt when submitted for reimbursement.

### Multiple Employee Travel Considerations

The frequency of air travel will, on occasion, create situations where several Individuals may be scheduled for the same flight. To minimize the loss to the company should a single incident occur, some restrictions regarding joint travel should be considered:

- No more than three employees should travel together on the same flight.
- Whenever more than one company officer must travel to the same destination, consideration should be given to arrange a different travel schedule for each officer.

### International Travel

In some cases travel may include international destinations. All travel expense reimbursement requests must be submitted in US dollars. Upon completion of international travel, individual receipts should be converted to US currency amounts using the applicable daily exchange rate for the country in which business travel occurred. Currency rate calculations must be identified on each receipt making sure to note the exchange rate and US Dollar converted amount. Foreign currency exchange rates are available in most major newspapers and on the web (ex. Oanda.com). For international credit expenditures, it is suggested that Individuals retrieve an online copy of their credit card transactions in order to determine the exact conversion amount used and any foreign exchange fees assessed (reimbursable). A copy of this statement should be attached to the Individual's expense report.

When international travel involves Federal funds, prior approval must be received by the sponsoring agency. This can be achieved either by an approved budget line in a grant or contract or written approval by a fiscal officer of the sponsoring agency. Individuals must adhere to the Fly America Act which requires that foreign travel funded with Federal dollars be performed on U.S. flag air carriers or on foreign air carriers that code share with a U.S. flag carrier. If there is no U.S. carrier to the Individual destination, the Individual must travel on a US carrier as far as possible. Additional cost for U.S. carrier flights is not justification to fly on foreign carriers. There are acceptable reasons not to use a U.S. flag carrier. These exceptions are:

- U.S. flag carrier does not provide service on a particular leg of the trip
- The use of a U.S. carrier will unreasonably delay the Individual's travel time by three hours



- Travel costs are reimbursed fully by an third party, such as a foreign government or agency
- The Individuals are involuntarily rerouted

#### Passports and Travel Visas

Individuals expected to travel internationally should ensure they have a current and valid passport. If the Individual needs to obtain a passport, visit the Department of State website at [www.travel.state.gov](http://www.travel.state.gov) and follow the instructions provided.

AAMVA will reimburse Individuals for the standard costs incurred with obtaining a passport and/or travel visa for business purposes. Costs incurred to expedite passports or visas will not be reimbursed without prior approval by the CEO or CFO.

#### Travel Advisories

The Department of State website will alert the Individual of any special State Department warnings in effect for any of the Individual travel destinations. The Individual can also access U.S. State Department Travel Advisories on the web at [www.travel.state.gov](http://www.travel.state.gov).

#### Travel Insurance

AAMVA provides certain travel insurance coverage for full time employees (at no additional cost) while engaged in work-related travel. These are as follows and additional information is available from the Human Resources Department.

- Basic Group Life Accidental Death and Dismemberment worldwide coverage
- Business Travel insurance which provides coverage relating to injury or death

#### Travel Rewards Programs

Benefits which are earned as part of a travel rewards programs such as frequent flier miles, lodging upgrades, rental car upgrades, etc. will remain with the Individual to whom they are credited. Individuals are encouraged to utilize these benefits for company travel. AAMVA will not reimburse for any assigned value of the benefit.

#### Non-Employee Travel

If arranging for non-employee air travel to be billed to AAMVA, the employee responsible for requesting the travel must have prior written authorization from the applicable Manager. The Individual should pay for non transportation expenses such as lodging accommodations and meals directly and submit an expense report for such costs to the responsible Manager. A copy of AAMVA's Travel & Expense Guidelines should be provided to the Individual by those managers arranging non-employee travel to ensure compliance with AAMVA's policies.

Travel for job candidates must be approved, requested and coordinated through the Human Resources department.

Consultants and contractors traveling on AAMVA business must utilize their personal credit card for travel expenses and submit receipts for reimbursement as part of their regular invoice to AAMVA. AAMVA employees responsible for coordinating meetings with outside personnel should provide the AAMVA Travel & Expense policy to ensure that expense requests are compliant with company policies.

Note that non-employees, consultants and contractors are also subject to Per Diem rate restrictions on meals when traveling on behalf of AAMVA.





TRAVEL MEALS & INCIDENTAL EXPENSES (M&IE)

Travel Meals

Travel meals are defined as meal expenses incurred when traveling on an out-of-town business trip. Meal reimbursements will commence from the time the Individual departs home/work until the Individual returns to their originating point of travel. Individuals will be reimbursed for travel meal expenses up to the Federal Per Diem rate for the geographic area in which they are traveling. Receipts are not required to be submitted for expenses covered by the M&IE Per Diem.

If meals have been provided to an Individual, the Per Diem for that meal must be deducted from the total Per Diem. Such deductions must be based on the applicable meal Per Diem identified on the GSA website at the link noted below.

Additional Guidance for First and Last Day of Travel:

In accordance with Federal Per Diem guidance, on the first and last dates of travel, Individuals are only eligible to claim up to 75% of the total M&IE rate. Individuals should calculate 75% of the total daily Per Diem allowance to determine the total adjusted Per Diem permitted. For example, if the total daily Per Diem is \$71, the adjusted Per Diem for the first and last day of travel will be \$53.25 (See chart below).

If meals have been provided to an Individual, the Per Diem for that meal must be deducted from the total Per Diem. Such deductions must be based on the applicable meal Per Diem identified on the GSA website at the link noted below. The Individual must deduct the Per Diem amount for that meal from the total Per Diem allowed, and then multiply the balance by 75%. For example, in the chart example below, if an Individual were eligible for a \$71 Per Diem and lunch were provided, the Individual would deduct \$18 from the \$71 Per Diem (\$71-\$18 = \$53) and then multiply the balance by 75% (\$53 x 75% = \$39.75).

Table with 7 columns (M&IE Total, \$46, \$51, \$56, \$61, \$66, \$71) and 6 rows (Continental Breakfast/Breakfast, Lunch, Dinner, Incidentals, First & Last Day of Travel). Values represent meal and incidentals costs for each total M&IE rate.

Applicable Per Diem rates can be found at the following link:

http://www.gsa.gov/portal/category/21287 (Navigate to link for Meal and Incidentals Expenses Breakdown and/or refer to map for domestic and international Per Diems).

Note: the meals and incidentals rates noted herein represent daily rates and are not per meal. Also, if the Individual's destination city is not available on the GSA website, the Individual should use the closest major city to determine the applicable Per Diem.

It is recommended that Individuals review and print a copy of the federal Per Diem meal allowance in effect for the destination of travel prior to travel. Individuals will be reimbursed for meals only up to the Per



Diem rate in effect for the destination of travel. If an Individual has multiple destination points (excludes in transit stop-overs), the Per Diem could be different for any given travel itinerary. For example travel might include a conference in Washington D.C. and then a departure to Pittsburgh, Pa. The initial Per Diem rate would be based on the rate effective for Washington D.C. Upon departure from Washington D.C., the Per Diem rate would be the rate effective for Pittsburgh, Pa.

Individuals must attach a copy of the GSA Per Diem rates in effect for their travel destination to the expense report.

**Other Considerations for Federal Awards:**

- Group meals cannot be charged to Federal awards. If Individuals dine as a group while conducting business related to a Federal award, each Individual must request a separate check for their specific portion of the meal and identify their respective Per Diem on the T&E reimbursement request form.
- Expenses related to the consumption of alcohol are unallowable under federal guidelines and cannot be charged to federal awards.

Incidental Expenses

Incidental Expenses as defined by the Federal Travel Regulations include fees and tips given to porters, baggage carriers, bellhops, hotel maids, flight attendants etc.

Miscellaneous charges not included in the Per Diem will not be reimbursed regardless of the dollar value.

**BUSINESS MEALS**

Business Meals

Business meals must have a clearly substantiated business purpose and are directly associated with the active conduct of AAMVA business. At a business meal, the business discussion must be the primary purpose of the meal. Any expenses incurred should be reasonable, actual and consistent with the stated business purpose. Business meals may be allowable to be charged to federal awards if the above guidelines are met.

Also, for those instances where individuals are required to work during normal meal breaks, e.g. lunch hour, meals or refreshments with other AAMVA colleagues for working meetings are acceptable.

The most senior AAMVA employee present should pay for all business meals. An original credit card payment receipt **and** the itemized receipt listing items purchased must be provided in order to allow for reimbursement. Additionally, the following information must be provided on the expense report submission:

- Date, place and type of business meal
- Business purpose for the business meal
- Name of person(s) present & company name

Alcohol and any related taxes, if separately identified on the receipt, should be reported separately on the expense report. In cases where alcohol related taxes are not separately identified on the receipt, the Individual must calculate the portion of taxes applicable to the purchase and report the total amount separately on the expense report under Entertainment/Alcohol.



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## **ENTERTAINMENT MEALS & ACTIVITIES**

### Entertainment

Includes the cost of entertainment, such as amusement, diversion, and social activities and any costs directly associated with such activities. These activities may require the need to host AAMVA's members, business partners and/or clients. Reasonable and actual entertainment expenses, including gratuity will be reimbursed for such activities, which may include tickets to shows or sports events, related meals, lodging, and transportation. Individuals should use good judgment when selecting appropriate entertainment options. The most senior AAMVA employee present should pay for all such entertainment. An original credit card payment receipt **and** the itemized receipt listing items purchased must be provided in order to allow for reimbursement. Additionally, the following information must be provided on the expense report submission:

- Date, place and type of entertainment
- Business purpose for the entertainment
- Name of person(s) present & company name

### **Entertainment is an unallowable charge on Federal awards.**

Alcohol and any related taxes, if separately identified on the receipt, should be reported separately on the expense report. In cases where alcohol related taxes are not separately identified on the receipt, the Individual must calculate the portion of taxes applicable to the purchase and report the total amount separately on the expense report under Entertainment/Alcohol.

## **OTHER EXPENSES**

### Computers and Computer Supplies

Computers and computer supplies, including printers, monitors and software, must be procured through Information Technology.

### Employee Activities and Special Events

Reasonable and actual expenses relating to employee activities, off-sites and special events may be eligible for reimbursement. All activities/events of this nature must be approved by the department executive and Vice President of Human Resources in advance of the activity/event.

### Flowers

Flowers may be ordered for "life events" such as marriage, birth/adoption, death, serious illness, hospitalization, or serious accidents. Flower purchases for Administrative Assistant's day/week and other special events are not eligible for reimbursement. All flower purchases must be coordinated through Human Resources.

### Memberships/Subscriptions

Memberships and subscriptions may be procured with a valid business justification. They should be requested in the organization's name, not the Individual's name. All memberships/subscriptions must be submitted and processed via an AAMVA Payment Request Form.

### Cellular/Smart Phone Charges

AAMVA will provide cellular phones to employees that require them to perform their job duties. If utilizing a non-AAMVA issued phone, business-related mobile/cellular phone charges incurred will be reimbursed only with proper business justification. Airtime charges and roaming charges must be supported by the call detail report, which clearly identifies reimbursable business-related calls. Monthly recurring fees and flat rate calling plans will be reimbursed on a prorated basis (calculated based on the number of business minutes as a percentage of all minutes).



### Office Supplies

Office supplies must be purchased from a national vendor through Office Services and billed directly to AAMVA.

### Non-Reimbursable Expenses

- Annual fees for personal credit cards
- Membership fees for airline clubs
- In-room movies or video games
- Any type of personal trip insurance or air travel insurance
- Hairstylist, Barber or manicurist expenses
- Laundry, dry-cleaning and shoe shine on trips less than 4 nights
- Traffic fines or court costs incurred while traveling on business
- Personal reading matter or other personal services
- Toiletries and prescriptions
- Luggage or briefcases
- Child care or kennel fees
- Repairs, maintenance or insurance on personally owned vehicles
- Sporting events, golf outings, theater or other non-business related entertainment
- Personal property lost, stolen, or damaged while traveling on company business
- Birthday cakes, baby/wedding shower gifts or similar
- Gifts for employees
- Late fees for personal or corporate credit cards
- Health club fees
- Non AAMVA issued handheld devices/PDA/Blackberry
- Software or hardware
- Any expenses not in the employees' name
- Movie or theatre tickets
- Cell phones, pagers or similar devices
- Business Cards (Addressed under HR policies)
- Tuition reimbursement (Addressed under HR policies)
- Employee recognition (Addressed under HR policies)
- Expenses that have been paid or will be paid or reimbursed by an outside source.



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## EXPENSE REIMBURSEMENT PROCESS

Individuals must pay for all eligible business expenses via their company/personal charge card or cash and subsequently request reimbursement by submitting an AAMVA Expense Report (Appendix A). To receive reimbursement the following steps should be followed:

1. Within five days of completing travel or purchase, the Individual should complete the AAMVA Expense Report. The form must be legible (preferably typed), completed in ink and must include required original signatures in ink. Note that both a project manager and supervisor approval are always required. The "Week Ending" field must correspond with the last date of travel.
2. Original credit card payment receipts **and** the itemized receipts listing items purchased must be provided to allow for reimbursement and must be attached to the expense report in support of expenses. Receipts are not required for travel meals (reimbursed at the Per Diem rate); however all other expenditures require an itemized receipt, regardless of amount. **All receipts must be taped to a separate piece(s) of 8.5" x 11" paper.**

In certain situations, it is understood that a receipt may not be available for minor expenditures. In such a case, for purchases of a value of \$10.00 or less, an exception may be granted. A brief written explanation of why a receipt was not available must be submitted with the expense reimbursement request with subsequent approval by the Chief Financial Officer. Such explanations may be written on the expense report form directly or attached, but must provide a clear but concise explanation regarding why a receipt was not available.

3. Individual obtains manager and/or appropriate level approval, based on the Delegation of Authority Approval Limits referenced later in this policy. The Project Manager and Supervisor approval must be included on all submissions to ensure that applicable Project Managers have reviewed all applicable expense reports. **If the Supervisor is also the Project Manager the Supervisor must sign as both the Project Manager and Supervisor.**
4. Individual forwards completed expense report and supporting documentation to the applicable departmental manager for approval. Each Individual is responsible for maintaining copies of expense report and applicable receipts.
5. Expense reports should be reviewed by the preparer to ensure that the individual items reported total to the amount requested for reimbursement.
6. Expense reports must include the destination city and dates of travel as well as a print out of the Per Diem rate(s).
7. Expense reports submitted for entertainment should include both the itemized receipt showing the items purchased, as well as the total amount charged (including taxes and gratuity). An expense report submitted for entertainment must also include a listing of the Individuals attending, their titles and company, as well as a description of the business discussed.

The department manager assumes responsibility for review and accuracy of expense report submissions.

### NOTES:

- To ensure the expense report has been filled out correctly, please refer to the AAMVA Expense Report Checklist (Appendix B).



- Properly documented and approved expense reports should be reimbursed within ten business days after being received by Accounts Payable.
- Expense reports submitted later than 45 days from the date of expenditure must be approved by the CFO (or desigee) for the expenses to be reimbursed.
- Please notify the Accounts Payable department immediately if there is a change in the Individual's address or banking information.
- AAMVA Expense Reports are company documents. As such, any misrepresentations or falsifications of such documents are cause for discharge.
- If there is a problem with a submitted expense report, it will be promptly returned to the Individual with an explanation of what needs to be corrected (Appendix C, Returned Travel and Expense Report Notification).

Company Issued Travel Card (Optional)

AAMVA provides a company issued travel card for those employees and AAMVA Board Members who are required to travel as part of their role but who either do not have a personal credit card or choose not to use their personal credit card for AAMVA business related expenditures. Please note that personal liability for prompt payment of outstanding balances remains with the Individual. AAMVA pays the annual fee for the charge card; however, AAMVA will not reimburse the annual fee for any personal credit cards. It is the responsibility of the Individual to ensure that the balances are paid in full on a monthly basis. AAMVA is not responsible for paying any late charges for overdue bills.

Delegation of Authority Approval Limits

Chief Executive Officer	up to \$25,000
Chief Financial Officer	up to \$15,000
Division Vice President	up to \$10,000
Director/Equivalent Vice President direct report	up to \$5,000

Note: Applicable Project Managers must approve and sign expense reports for expenditures charged to federal contracts.

Guidance and Compliance

The Chief Financial Officer is responsible for any questions concerning the interpretation of or compliance with the AAMVA Travel and Expense Guidelines and Procedures.





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## Expense Report Completion Guidelines

1. **Name:** Enter the name of the individual requesting reimbursement.
2. **Payee:** Enter the name of the individual or agency to receive the reimbursement funds, which may differ from individual specified in Name above.
3. **Email Address:** Enter the email address of the individual requesting reimbursement.
4. **Type (Employee/Volunteer):** Identify if the requestor is an employee or a volunteer.
5. **Phone #:** Enter the telephone number of the individual requesting reimbursement.
6. **Address (if not employee):** Enter the address where the reimbursement should be mailed.
7. **Purpose of Travel (Required):** Enter the reason for travel (e.g. Spring Workshop and Law Institute, LA).
8. **Multiple Destination (Y/N):** Identify if the traveler has multiple destinations (i.e. multiple legs of travel to different destinations) by marking Y for Yes and N for No.
9. **Week Ending:** Enter the week ending date of travel or expenditure.
10. **Project #:** Enter the 9-digit AAMVA project number applicable to each line item expenses.
11. **Task #:** Enter the 3-digit AAMVA task number applicable to each line item expenses.
12. **Grant (Y/N):** Identify if expenses are grant related by marking Y for Yes and N for No.
13. **Date:** Enter the date of travel day or expenditure.
14. **Points of Origin & Destination:** Enter the city/state of the travel starting point and destination.
15. **Transportation (Air/Rail):** Enter the cost of air/rail expenses.
16. **Lodging (Room & Tax):** Enter the cost of room and tax listed on the lodging folio bill.
17. **Travel Phone & Internet:** Enter the cost of telephone and internet usage listed incurred while traveling.
18. **Car Rental:** Enter the cost of car rental.
19. **Taxi & Limo:** Enter the cost of taxi fare and limo.
20. **Gas/Tolls/Parking:** Enter the cost of gas, tolls, and parking.
21. **Mileage - \$:** Enter the total miles for each day in the top half of the mileage field. The amount will calculate automatically in the bottom half of the mileage field.
22. **Per Diem – Meals & Incidental Expenses:** Enter the total allowable daily Per Diem. On the first and last days of travel, the Per Diem must be adjusted to 75% of the daily allowance. Also, any meals that are provided by AAMVA must be deducted from the per diem allowance.
23. **Entertainment (Activities/Meals):** Enter the cost of entertainment related activities and/or meals.





24. **Entertainment (Alcohol):** Enter the cost of all alcohol expenses associated with any entertainment activities and/or business meals.
25. **Other – Business Meals:** Enter the cost of business related (or ‘working’) meals. Purchases of alcoholic beverages must be recorded to Entertainment (Alcohol).
26. **Other – Employee Telecom:** Identify the cost of telephone and/or internet expenses. Use for AAMVA employees non travel expenses only.
27. **Other – Miscellaneous:** Enter the amount of any reimbursable expense not listed on the Expense form and itemize in the Itemized Entertainment and/or Other Expenses section. A GL expense account must be provided for miscellaneous charges.

**Itemized Entertainment and/or Other Expenses:**

28. **Date:** Enter the date of travel or purchase associated with the expense.
29. **Name of Person(s), Title, Company:** List the names of business meal and/or entertainment event participants, their titles, and the names of each participant’s company.
30. **Time & Place:** List the time and place of the business meal and/or entertainment event.
31. **Business Purpose/Miscellaneous Items:** List the purpose of the business meal and/or entertainment event.
32. **GL Account:** Enter the 4-digit account code for each expense.
33. **Amount:** Enter the amount for each expense.
34. **(Travel Advance):** Enter the amount for any advances provided by AAMVA that should be deducted from the total reimbursement. Must be entered as a negative number.
35. **Requestor:** The requestor must print their name, sign, and date in the space provided.
36. **Project Manager Approval:** The Project Manager must print their name, sign, and date in the space provided. Note that the Requestor and the Project Manager may be the same individual.
37. **Supervisor Approval:** The supervisor of the Requestor must print his or her name, sign, and date in the space provided. Note that the Project Manager and the Supervisor may be the same individual.



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## **APPENDIX B – AAMVA Expense Report Checklist**

Use this checklist prior to submitting the Individual's reimbursement request to ensure adherence to the AAMVA Travel & Expense Reimbursement Policy, avoid delays in processing, and to ensure a timely reimbursement.

### HAS THE INDIVIDUAL...

- Completed all fields in the expense report and checked the math?
- Separated expenses by date and type?
- Included a description for the purpose of travel?
- Included the full names, titles and company name and business purpose for any business and/or entertainment meals and activities?
- Completed itemization details for any miscellaneous expenditure?
- Included original receipts and taped them to 8.5" X 11" paper (required for all other than travel meals)?
- Entertainment and/or business meal charges have both itemized receipt and total charges including taxes and gratuity?
- Converted and noted foreign exchange rate for foreign currency transactions?
- Expense report includes the destination city and date of travel?
- Obtained proper signatures from the appropriate AAMVA manager?
- Kept a copy of expense report and all receipts?
- Attached a copy of the GSA Per Diem rates in effect for the travel destination?



APPENDIX C – Returned Travel and Expense Report Notification

Date: \_\_\_\_\_

Individual: \_\_\_\_\_

We are unable to process the Individual request for reimbursement due to the reason(s) identified below:

- Missing some or all original receipts, or brief explanation of no receipt under \$10 expense
Missing itemized receipts
Per Diem incorrect
Per Diem amount requested for meals not calculated at 75% of applicable daily rate for first and last day of travel.
Receipts not taped to 8.5" X 11" paper
Business purpose missing or unclear
Incorrect T&E reimbursement form
Missing original signature
Incorrect approval
Requires further approval
Date(s) of expenditure outside policy reimbursement period (45 days from travel completion)
Expenditures not itemized by day
Incorrect Project #
Charges unreasonable/excessive
Expense report form not legible
Includes charges ineligible for reimbursement
Claim not submitted in U.S. Dollars
Other
Other

Action required:

- Make the necessary corrections, have the applicable manager re-approve and return to the reviewer noted below for further processing.
T&E approval denied. Do not resubmit for reimbursement.

Reviewed by: \_\_\_\_\_ Phone #: \_\_\_\_\_