safe drivers
safe vehicles
secure identities
saving lives!

AAMVA

2018 AAMVA Non-Employee Expense Report

Required by Project Manager	
Grant? (Y/N)	N
Active Project? (Y/N)	Y
Funding Available? (Y/N)	N

Week Ending:	Travelers Name:		Payee:		Purpose of Travel (One project per expense report):
05/19/2018	Email Address:		Address:		2018 Region 1 Conference Wilmington, DE
	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 $0.545	Meals & Incidental Expenses (Per Diem)	Miscellaneous	TOTAL
05/14/18								$0.00	$40.50		$40.50
05/15/18								$0.00	$5.00		$5.00
05/16/18								$0.00	$5.00		$5.00
05/17/18								$0.00	$5.00		$5.00
05/18/18								$0.00	$40.50		$40.50
								$0.00			$0.00
								$0.00			$0.00
								$0.00			$0.00
								$0.00			$0.00
								$0.00			$0.00
IRS Mileage Rate	TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$96.00	$0.00	$96.00
$ 0.545	EXPENSE CODE	**5361**	**5362**	**5369**	**5363**	**5366**	**5368**	**5364**	**5365**	Provide Details Below	

Project #	881-004-018	Task#	999

Miscellaneous Expense Details:

Per diem = $54 ($12, $13, $24, $5); travel days = $40.50

Per diem allowable only for meals not provided by AAMVA

Mileage claims must include documentation (Google maps or Mapquest)

All expenses must be converted to US dollars and OANDA.com backup included

I certify that this reimbursement request is prepared in accordance with AAMVA's T&E Policy.

Traveler/Requestor (Print name)	Signature	Date
Project Manager Approval (Print name)	Signature	Date
Patrice L. Aasmo		