**American Association of
Motor Vehicle Administrators**

OUR VISION

*Safe drivers
Safe vehicles
Secure identities
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DATABASICS Non-Employee Expense Reports – Frequently Asked Questions (FAQs)

I.   Overview

This document is a means to communicate general information and responses to commonly asked questions related to DATABASICS non-employee expense reimbursement requests.

II.   Frequently Asked Questions

Question: When should non-employees start using DATABASICS for expense reimbursement requests?
Answer: Non-employees must use DATABASICS starting October 1, 2024.

Question: What is the link for non-employees to access DATABASICS?
Answer: The non-employee link to DATABASICS is: https://site10.data-basics.net/aamva00534/databasics.ext.

Question: What are my login credentials for DATABASICS?
Answer: Your Login ID is the email address used to sign into the AAMVA website. Upon initial login, click '*Forgot Login ID/Password*' and '*Request a Temporary Password*' and input your email address in the *Login Id and *Email Address fields. A temporary PIN will be sent to that email address when accessing DATABASICS for the first time and you will be prompted to reset it to a permanent password.

Question: How often does the password expire for non-employees?
Answer: The DATABASICS password for non-employees expires every three (3) months.

Question: If my password expires, how do I get into DATABASICS?
Answer: On the sign-in page, users choose '*Forgot Login ID/Password*' and '*Request a Temporary Password*'.

Question: Is there a training video for non-employees to reference for guidance?
Answer: Yes. Non-employees can access the DATABASICS training videos on the AAMVA website located here: https://www.aamva.org/events-education/conferences-meetings/expense-reimbursement-process

Question: Is there a mobile app to use for DATABASICS?
Answer: Yes. Users can download the DATABASICS mobile app from the Apple App Store or Google Play and perform the same functionalities as the web version.

Question: What is the difference between an Agency Report and Expense Report?
Answer: The primary difference between an Agency Report and an Expense Report is 'who' the expense reimbursement payments will be issued to. Use Agency Report if the expense reimbursement payment goes to the government agency and use Expense Report if payment goes to the individual traveler.

Question: What project ID and class ID should I use for the expense reimbursement request?
Answer: Please refer to the event/meeting travel reimbursement email from the AAMVA Conference Services team member for the appropriate project ID and class ID.

Question: How are expense reimbursement payments made?
Answer: Expense reimbursement payments are made by ACH or check as follows:

Payee	Payment Method
Government Agency	Check or ACH *
Domestic Individual	ACH Only
International Individual	Check Only

* Bank details must be on file with AAMVA

Note: Domestic individuals will be required to enter bank information into DATABASICS to receive an ACH payment.

Question: How do domestic users provide bank information to receive ACH payments?
Answer: After logging into DATABASICS, click on your initials in the upper righthand corner of the webpage then select *My Preferences.* Go to the ACH Setup tab and click Add to enter bank account details. Once complete, choose Save to retain the information.

Note: DATASBASICS will not issue a payment to domestic individuals if bank information is not provided.

Question: When using the recurring charge feature, is a receipt required for each line item?
Answer: Yes. A receipt is required for each line item if the transaction amount is $25 or more unless the expense type is Meals & Incidentals or Mileage.

Question: When are expense reimbursement payments made?
Answer: Expense reimbursement payments are made weekly on Friday for expense reports fully approved by 6PM on Monday.

Question: Can a proxy be assigned to enter expense reports on behalf of other travelers?
Answer: Yes. Non-employees can assign proxies to enter expense reports on their behalf. The proxy must have an AAMVA account to be assigned to another user. Please see the *How to Assign a Proxy for Expense Reimbursement Requests* guide on the aamva.org website for setup instructions.

Question: Who do non-employees contact for questions or support?
Answer: Users can email databasicssupport@aamva.org with questions or for assistance related to DATABASICS.