

**VOLUME 10, CHAPTER 11: “PAYMENT AS REIMBURSEMENT FOR PERSONAL EXPENDITURES”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an \* symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue, and underlined font**.

The previous version dated August 2009 is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
All	Editorial changes for clarity.	Update/ Add/ Delete

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## CHAPTER 11

**PAYMENT AS REIMBURSEMENT FOR PERSONAL EXPENDITURES**

## 1101 OVERVIEW

## 110101. Purpose

Military and civilian personnel may request reimbursement for authorized expenditures paid from personal funds. This chapter prescribes the policy for payment as reimbursement for personal expenditures. Additional information concerning personal expenditures is contained in the [\*Department of Defense \(DoD\) Guidebook for Miscellaneous Payments\*](#).

## 110102. General

Military and civilian personnel should avoid using personal funds to pay for Federal Government obligations. Personnel are reimbursed if the underlying expense was authorized or if there was an urgent and unforeseen public necessity and if the claim is legally payable. Personnel will not use this procedure to avoid normal practices or circumvent laws or regulations.

A. United States military personnel held captive who barter away personal valuables during escape and evasion may also be reimbursed. The proper authority must approve the voucher. The value of each article bartered must be listed and show its age and condition at the time of barter. Attach this list to the certified voucher presented for payment.

B. Civilian personnel who barter away personal valuables during escape or evasions should refer their inquiries to their components legal channels.

## 1102 PERSONAL EXPENDITURES

## 110201. Claim for Reimbursement for Expenditure on Official Business

A. Military Personnel and Civilian Employees. Military and civilian personnel claiming reimbursement for expenditure of personal funds without pre-approval must show there was an urgent and unforeseen public necessity. The claimant prepares a claim using the [\*Standard Form \(SF\) 1164\*](#) "Claim for Reimbursement for Expenditures on Official Business" and puts the following statement on the voucher: "I certify this claim is true and correct. There was an unforeseen and urgent reason to spend my funds, and I have not received credit or payments." The claimant signs and dates the certificate. Proper authority must approve the claim. Documents supporting the certified vouchers must show goods or services were received and essential. Items allowable in travel status are in [\*Joint Federal Travel Regulation \(JFTR\), Volume 1\*](#) for military personnel and in the [\*Joint Travel Regulation \(JTR\), Volume 2\*](#) for civilian personnel. Also, see [\*Title 5 United States Code \(USC\), section 5561\*](#) for payments to missing employees.

B. Non-government Personnel. Claims made on the SF 1164 are signed by the claimant and approved by an authorized certifying officer. A certified copy of the document requesting the person to perform the duty will support the claim.

110202. Civil Air Patrol Expenses

Reimbursement is authorized to members of the Civil Air Patrol for supplies, including fuel, lubricants, and other items required for vehicle and aircraft operations through Air Force appropriations. Reimbursement is also authorized for expenses to place into serviceable condition, improve, and maintain equipment (including aircraft, motor vehicles, computers, and communications equipment) owned or leased by Civil Air Patrol. See [10 USC 9444](#).

110203. Conference Attendance.

A. General. Members may attend conferences of recognized professional organizations to maintain and further their professional competency at government expense, subject to the availability of funds and the members' work responsibilities. Conference attendance expenditures which contribute to improved conduct, supervision, or management of the DoD Component's functions and activities may be authorized as prescribed by [JFTR, Volume 1, Appendix R](#), and [JTR, Volume 2, Appendix R](#).

B. Attendance at Technical, Scientific, Professional, or Similar Organizations. The DoD requires specific approval for authorization and reimbursement of expenses associated with attending meetings for technical, scientific, professional, or similar private membership non-Federal societies or organizations (JFTR, Volume 1, Appendix R and JTR, Volume 2, Appendix R).

110204. Notary Public Commission Expenses

An employee required to serve as a notary public in connection with the performance of official duties is entitled to repayment of the expenses incurred in obtaining a notarial commission as authorized by [5 USC 5945](#). Reimbursable expenses include the cost of seals, embossing devices, recording and filing fees, and surety bonds required for notaries by state laws. Notarial reimbursements will not be made for professional association dues or other services not essential for the DoD. The SF 1164 bears a statement that the notary commission is required in the performance of official duties. There is no statutory authority for payment of these expenses to military members.

110205. Medical Personnel Professional Specialty Board Examinations

A. Reimbursement. Personnel of the medical, dental, nursing, biomedical science and medical service corps are authorized reimbursement for fees for application, examination, certification, and other related expenses. Reimbursement of professional accreditation fees is prescribed by [5 USC 5757](#).

B. Contractual Payment. Payment of fees for examinations may be arranged by the contracting officer when this method is acceptable to the agency administering the examination. Payment should be made upon completion of the examination. If the individual fails to take the examination as scheduled and has not been officially excused, then recoupment from the individual will be required.

110206. Passports and Visas

Reimbursement is authorized for DoD employees and their dependents when they are officially required to obtain passports or visas as prescribed by [JFTR, Volume 1, Chapter 6, Part A](#) and [JTR, Volume 2, Chapter 1, Part B](#).

110207. Room and Board for Dependent Children

In limited circumstances, the cost of room and board is reimbursable to sponsors of dependent children when dependent children requiring room and board away from their domicile (not within commuting distance) is prescribed by [5 USC 5924](#). Also, see [Department of Defense Education Activity Regulation 1342.13](#) for more information regarding eligibility requirements for education of dependent children in overseas areas or attendance at non-DoD schools. Use the SF 1034, "Public Voucher for Purchases and Services Other Than Personal" to reimburse the sponsor for the cost of room and board. The SF 1034 is supported by a certificate of performance, which is a receipt covering the actual payment of room and board. A signed statement is required from the school superintendent or principal that the room and board charge was reasonable for the area and there was not a less expensive alternative available for providing adequate education at a school within the same comparable distance.

110208. Travel for Dependent Children

When DoD operated schools are unavailable overseas, DoD Dependent School System coordinates the placement of the students in local public or private schools, or in boarding schools. In limited circumstances, reimbursement for the education travel of student family members is authorized by 5 USC 5924 (4).

110209. Continuing Medical Education Program

Individuals enrolled in approved medical correspondence courses may be reimbursed for course costs prior to course completion. Ensure satisfactory proof of expenses is presented by the claimant before making payment. Appropriate debt collection steps are to be initiated for non-completion of course.

110210. Official Entertainment

Unless otherwise specifically authorized by the Head of a DoD Component, Official Representation Funds are expended by commanders only for official entertainment or other official purposes authorized by [10 USC 127](#) and [DoD Instruction 7250-13](#).

## 110211. Awards Ceremony Fees

The Government may reimburse fees paid by award nominees, award recipients, their supervisors and managers to attend ceremonies that fall within the scope of the [Government Employees Incentive Awards Act](#), ([5 USC 4501-4506](#)) and [10 USC 1124](#). Fees may cover items such as a meal, refreshments, plaques, and awards. The Government will not authorize advance payments. The [JFTR, Volume 1, Appendix E](#) and [JTR, Volume 2, Appendix E](#) authorizes invitational travel for an individual's attendance at an incentive award ceremony which is related to an award presentation. Individuals will request reimbursement on travel vouchers, if applicable, or on the SF 1164.

## 110212. Defense Attaché Payments

Amounts authorized for expenses to maintain a suitable official residence are reimbursable for military attaché officers and may vary by location. Use the [DD Form 281](#), "Voucher for Emergency or Extraordinary Expense Expenditures" to make payments, subject to approval by the Head of the cognizant DoD Component. Emergency and extraordinary expenses are prescribed by 10 USC 127. Also see the Defense Intelligence Agency Manual 100-1, Volume II, Defense Attaché Manual for Administration, [for more information regarding attaché reimbursements](#).

## 110213. Payment for Contract Quarters for Foreign Military Sales (FMS) Travelers

Payment for the use of contract quarters is reimbursable for personnel traveling on official orders in connection with FMS. See [DoD 5105.38-M](#), JFTR, Volume 1, JTR, Volume 2, and appropriate DoD Component regulation.

## 110214. Reimbursement for Use of Special Conveyances

JFTR, Volume 1, Chapter 3, Part E and JTR, Volume 2, Chapter 2, Part C prescribe allowable reimbursements for commonly incurred expenses associated with public or special conveyances used during Temporary Duty (TDY) or Permanent Change of Station (PCS) travel.

## 110215. Official Recruiting Duty

A member of the Military Departments assigned to perform recruiting as either primary or additional duties, is entitled to reimbursement for actual and necessary expenses paid from personal funds. See JFTR, Volume 1, [Chapter 7, Part C \(U7030\)](#) for reimbursable items and limitations.

## 110216. Reimbursement for Local Movement of Household Goods

When local moves of household goods of military personnel are authorized in accordance with the JFTR and the moves are made at personal expense, claims for reimbursement will be submitted to the designated entitlement office on a SF 1164. A copy of the order directing the move and a copy of the authorization [issued](#) by the transportation or shipping officer to move

household goods at personal expense will be furnished with the claim and attached to the retained copy of the paid voucher. Receipts for expenses claimed will be [reimbursed](#) as prescribed in the JFTR.

110217. Mortuary Expense for Deceased Personnel

A. General. Specific service regulations authorize and prescribe the services and expenses for the care and disposition of deceased personnel. Payment for services, supplies, and transportation, or for expenses incurred by the next of kin, is authorized as prescribed by [10 USC 1482](#).

B. Primary Expenses. Primary expenses for active duty military can be provided under contract with a local mortuary. These contracts are normally covered by the Prompt Payment Act and paid as such.

C. Secondary Expenses. Payments for secondary expenses may be assigned to a mortuary or made as a reimbursement to the next of kin for expenses incurred. Secondary expense payments, whether assigned or not, should be expedited and not delayed. Payment of secondary expenses should be treated as payment of a claim.

110218. Reimbursement for Civilian Medical and Dental Treatment Paid from Personal Funds

A. Members. The cost of authorized civilian medical and dental treatment [for members](#) is ordinarily paid directly to doctors and hospitals by each Military Service. However, claims for reimbursement from individuals who have defrayed the expense of authorized care will be paid on an SF 1164. The SF 1164 will bear the claimant's signature on the face of the form as well as the certification of the approving authority and will be supported by paid itemized invoices.

B. Dependents of Members. Civilian non-Federal medical and dental care for dependents and retired personnel is prescribed by [32 CFR 199](#). TRICARE Management Agency (TMA) is the civilian care component of the Military Health System. TRICARE has the responsibility for contracting and paying for medically necessary care from the civilian sources that is received by eligible dependents and retired personnel. When Medical Treatment Facilities (MTF) are managing the care of dependents and retired personnel, and must refer such personnel to civilian facilities for care that is beyond that MTF's capability, payment for that supplemental care is authorized.

C. Civilian Personnel. Physical examinations to determine an employee's fitness-for duty, when directed by the commanding officer or supervisor, [are authorized](#) in accordance with [5 CFR 339.203](#). [Examinations](#) may be procured through the appropriate purchase method or the employee [can](#) make his or her own arrangements including direct payment for the physical examination. [Procured examinations](#) will be processed in the same manner as other contractor invoices [or](#) the employee may submit a claim for reimbursement. The [employee](#) claim will be submitted to the appropriate official for approval.

The claim will contain a chargeable line of accounting, an amount payable supported by a paid statement from the physician or other evidence of payment, and certified for payment by the appropriate certifying official. The appropriation is chargeable to the operating funds of the DoD activity requiring the physical examination.

110219. Reimbursement Expenses Under Government Employees Training Act

5 USC 4109 authorizes reimbursements for necessary expenses such as tuition and matriculation fees, library and laboratory services, and other services or facilities directly related to training. The claim should include:

- A. Receipts for each payment \$25 or more.
- B. SF 1164, including details of expenditures such as services rendered and dates.
- C. Signatures on the SF 1164 are required of the claimant, the approving official and the authorized certifying official.

110220. Reimbursement of Miscellaneous Expenses to Defense Security Service (DSS)

Reimburse DSS agents for investigative costs, such as parking fees, police and court record checks, transcripts, photographs, or miscellaneous investigative fees. The DSS Headquarters provides the servicing entitlement office its accounting classification for reimbursements. Such authority will be cited on the claim for reimbursement.