

## CHAPTER 11

**PAYMENT AS REIMBURSEMENT FOR PERSONAL EXPENDITURES**1101 PERSONAL EXPENSES110101. General

A. Military and civilian personnel should avoid using their own funds to pay for the government's obligations. However, they can be reimbursed if the underlying expense was authorized, if the transaction would have met the criteria for ratification or quantum meruit had the contractor not been paid, and if failure to act would have resulted in disruption of the program or activity involved. This procedure must not be used simply to avoid normal practices or circumvent laws or regulations.

B. Military or civilian personnel who claim reimbursement for expenditure of personal funds must show there was an urgent and unforeseen public necessity. The claimant prepares an SF 1164, Claim for Reimbursement for Expenditure 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. The claim must be approved by proper authority. Documents supporting the certified vouchers must show goods or services were received and essential (33 Comp Gen 20 (1953)). 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.

C. Military personnel who barter away personal valuables during escape and evasion also may be reimbursed. The voucher must be approved by proper authority. The value of each article bartered must be listed and must show its age and condition at time of barter. Attach this list to the certified voucher presented for payment.

110102. Civil Air Patrol Expenses. Reimbursements are authorized to members of the Civil Air Patrol for fuel and lubricants (aviation and automotive) and necessary communications bills used in DoD authorized missions.

110103. Passports and Visas. Reimbursement is authorized for DoD employees and their dependents when they are officially required to obtain passports or visas. See JFTR, Volume 1, and JTR, Volume 2.

110104. Fees or Dues for Attendance at Meetings of Technical, Scientific, Professional, or Similar Organizations. Only those expenses necessary to accomplish the purpose of the attendance may be authorized or approved for reimbursement. See JFTR, Volumes 1, and JTR, Volume 2.

110105. Reimbursement for Local Movement of Household Goods. When local moves of household goods of military personnel authorized in accordance with the JFTR are

made at personal expense, claims for reimbursement will be submitted to the disbursing office on a Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business. A copy of the order directing the move and a copy of the authorization 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 as prescribed in the JFTR.

110106. 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.

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 reimbursements of expenses incurred, directly to the individual. These payments, whether assigned or not, should be expedited and not delayed. Payment of secondary expenses should be treated as payment of a claim.

110107. Reimbursement for Civilian Medical and Dental Treatment Paid from Personal Funds

A. Members. The cost of authorized civilian medical and dental treatment ordinarily is 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. Instructions concerning the administration of civilian non-Federal medical and dental care for dependents and retired personnel are published in the current series of DoD 6010.8-R. The Office of Civilian Health and Medical Program of the Uniformed Services 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 in accordance with 5 CFR 339, may be procured through the imprest fund or other appropriated purchase method. Payment for the examination will be processed in the same manner as other contractor invoices. If this procedure is not utilized and the employee makes his or her own arrangements including direct payment for the physical examination, he or she may submit a claim for reimbursement.

The claim will be paid on an SF 1164 supported by the paid statement from the physician or other evidence of payment. The claim will be submitted to the appropriate official for approval, insertion of the chargeable accounting data, and execution of the certificate approving the amount payable. The appropriation chargeable will be the operating funds of the DoD activity requiring the physical examination.

110108. Reimbursement for Notary Public Expenditures. An employee who is 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 U.S.C. 5945. The expenses that may be reimbursed are the cost of seals, embossing devices, recording and filing fees, and surety bonds required for notaries by state laws. Reimbursement may not be made for professional association dues and other expenses not essential to performance of notarial services. The SF 1164 will bear 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 enlisted members of the Armed Forces (Comp Gen B 196533 of Apr 22, 1980).

110109. Reimbursement Expenses Under Government Employees Training Act (5 U.S.C. 4109). Authorized necessary expenses such as tuition and matriculation fees, library and laboratory services, and other services or facilities directly related to training are reimbursable (39 Comp Gen 119 (1959)). The claim should include:

- A. Receipts for each payment above \$25.
- B. SF 1164, including details of the transaction such as services rendered, dates, etc.
- C. Certification of the claimant and the approving official on the SF 1164.

110110. Payment for Medical Personnel Participating in Professional Specialty Board Examinations

A. Personnel of the medical, dental, nurse, biomedical science, and medical service corps are authorized reimbursement for fees for application, examination, certification, and other related expenses.

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 may be required.

C. See the JFTR and the JTR for individuals who travel under funded orders and pay these fees.

1102 EXPENDITURES OTHER THAN PERSONAL

110201. Official Recruiting Duty. A member of either of the Military Services assigned to perform recruiting as a primary duty is entitled to reimbursement for actual and necessary expenses paid from personal funds in the performance of recruiting duties. See JFTR for reimbursable items, limitations, and payment procedures.

110202. Reimbursement for Use of Special Conveyances. See the JFTR and the JTR.

110203. Reimbursement of Miscellaneous Expenses to Defense Investigative Services (DIS). Reimburse DIS agents for investigative costs, such as parking fees, police and court record checks, transcripts, photographs, or miscellaneous investigative fees. DIS district commanders and field office commanders are appointed as imprest fund cashiers by the commander of the base to which attached or assigned. The DIS Headquarters provides the servicing disbursing office with authority to cite its accounting classification on imprest fund reimbursements with no dollar limitation. Such authority is attached to each appointment order.

110204. Board and Room for Dependent Children. Sponsors of dependent children who require board and room away from their domicile in a private home overseas (not within commuting distance) to provide the children an adequate education are authorized reimbursement for the costs incurred. See DoD Directive 1342.13. Use an SF 1034 to reimburse the sponsor for the cost of board and room. The SF 1034 is supported by a certificate of performance, which is a receipt covering the actual payment of board and room. A signed statement is required from the school superintendent or principal that the board and room charge was reasonable for the area and there was no less expensive alternative means of providing adequate education at a school within the same comparable distance.

110205. Continuing Medical Education Program. Individuals enrolled in approved correspondence courses may be reimbursed for course costs prior to course completion. Ensure that satisfactory proof of expenses is presented by the claimant before making payment.

110206. Claim for Reimbursement for Expenditures on Official Business

A. Military Personnel and Civilian Employees. A claim for Reimbursement for Expenditures on Official Business (SF 1164) may be used as a claim/public voucher for reimbursement.

B. Non-Government Personnel. Claims will be made on an SF 1164 signed by the claimant and approved by an authorized certifying officer. The claim will be supported by a certified copy of the document requesting the person to perform the duty.

C. Invitation to Travel. Persons invited to perform travel in accordance with JFTR, Volume 1, and JTR, Volume 2, are authorized transportation, allowances, and other proper expense reimbursement when performing travel in connection with official activities of the Department as contained in 5 U.S.C. 5703. Reimbursement will be made on an SF 1164

unless there is an entitlement to per diem allowances, in which case, a travel voucher or subvoucher will be used.

110207. Official Entertainment. As noted in 43 Comp Gen 305 (1963), it is a general rule of longstanding that funds appropriated for government departments or agencies may not be used for entertainment, except when specifically authorized by statute.

110208. Transportation of Household Goods or Government Property. Reimbursement may be made for official packing, crating, hauling and transportation of household goods or government property between two points abroad.

110209. Household Goods Services

A. Claims of Military Personnel

1. Navy Personnel. The deputy disbursing officer of the Naval Supply Center, Norfolk, located at the Navy Material Transportation Office, Building Z-133, Naval Station, Norfolk, VA 23511, is designated to pay all claims of Navy personnel for reimbursement of costs of shipment of household goods under permanent change of station orders or shipment authorized under temporary additional duty orders.

2. Marine Corps Personnel. Claims of Marine Corps personnel for reimbursement of costs of shipment of household goods will be forwarded for payment to the Commanding General, Marine Corps Logistic Base (470), Albany, GA 31704.

3. Air Force and Army Personnel. Claims for reimbursement by Air Force or Army personnel will be paid by their servicing disbursing office.

B. Claims of Civilian Personnel. Claims for reimbursement for expenses incident to the movement and storage of household goods including trailer allowances and transportation of mobile homes, will be prepared in accordance with the JTR. Claims will be paid by the disbursing office that pays civilian travel claims for the activity to which the civilian is transferred. Claims of Navy civilian personnel involving circumstances that create reasonable doubt as to entitlement will be forwarded to the Navy Material Transportation Office (Code 024), Naval Station, Building Z-135-5, Norfolk, VA 23511. Reimbursement claims of employees and new appointees transferred to, from, and between points outside continental U.S. will be paid by the deputy disbursing officer of the Navy Supply Center, Norfolk, located at the Navy Material Transportation Office, Building Z 133, Naval Station, Norfolk, VA 23511; or by disbursing officer attached to the Commanding General, Marine Corps Logistic Base (470), Albany, GA. 31704, as appropriate. Claims for civilian personnel of other DoD Components will be paid by their servicing disbursing office.

110210. Awards Ceremony Fees. Fees paid by award nominees and award recipients and their supervisors and managers for attendance at ceremonies that fall within the scope of the incentives awards act may be reimbursed (for civilian personnel see (Comp Gen B-236040 Oct 9, 1990, and for military personnel see 10 U.S.C. 1124). The fees may cover items

such as a meal or refreshments, plaques, and awards. Advance payments are not authorized. Reimbursements may be requested on travel vouchers, if applicable, or on an SF 1164.

110211. Defense Attache' Payments. These authorizations permit military attache' officers to be reimbursed up to the amounts authorized for expenses of maintaining a suitable official residence and of cultivating close contacts with local foreign personnel. Payments are made on DD Form 281, Voucher for Emergency or Extraordinary Expense Expenditures, subject to approval by the Head of the cognizant DoD Component. (See Defense Intelligence Agency Manual 100-1, Volume II, Defense Attache' Manual for Administration.)

110212. Payment for Contract Quarters for Foreign Military Sales (FMS) Travelers. For personnel traveling on official orders in connection with FMS, payment for the use of contract quarters will be on a reimbursable basis. (See appropriate DoD Component regulation.)