

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 asterisk (*) 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 [December 2015](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
110201.A and B	Revised reference to Optional Form 1164 as the Standard Form 1164 is now obsolete.	Revision
110201.C	Added references to the Department of Defense (DoD) Instruction 1000.30 for alternative uses to Social Security Numbers and DoD Directive 5400.11 for safeguarding personally identifiable information.	Addition
110201.G	Revised policy reference to DoD Financial Management Regulation Volume 1, Chapter 9, Figure 9-1, and Title 44 United States Code (U.S.C.), Section 2909 for a change in retention requirements.	Revision
110204.A	Revised the policy reference to DoD Conference Guidance, Version 4.0 for the administration and oversight of all conferences.	Revision
110211	Added references, to include 10 U.S.C. § 1094a, 5 U.S.C. § 4109, and Chapter 4, paragraph 040204, prescribing policy for continuing medical education and advance tuition requirements.	Addition
110219.A	Added reference to 10 U.S.C. § 1481 for the payment of expenses incident to the recovery, care, and disposition of a decedent.	Addition

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CHAPTER 11

PAYMENT AS REIMBURSEMENT FOR PERSONAL EXPENDITURES

1101 GENERAL

110101. Purpose

This chapter prescribes the policy for reimbursement to civilian [personnel](#), military members, and others who have used personal funds to pay for Federal Government obligations. The Department of Defense [\(DoD\) Guidebook](#) for Miscellaneous Payments has been prepared by the Defense Finance and Accounting Service to assist DoD officials in identifying mandatory requirements prescribed for DoD miscellaneous payments. It provides a high level overview of policies and processes, with a goal of consolidating and streamlining miscellaneous payment procedures across the Components.

110102. Authoritative Guidance

The policies prescribed throughout this chapter pertaining to claims for personal expenditures are based [primarily upon Titles 5, 10, 31, and 41 of the United States Code \(U.S.C.\); Titles 5 and 32 of the Code of Federal Regulations \(CFR\); The Joint Travel Regulations \(JTR\), Chapters 2, 3, and 5; and DoD Instructions \(DoDI\).](#)

1102 PERSONAL EXPENDITURES

*110201. General

It is the Department's policy that military and civilian personnel follow standard personnel reimbursement procedures established by their Component or activity, and avoid using personal funds to pay for Federal Government obligations. However, personnel will be reimbursed if the underlying expense was authorized, or if there was an urgent and unforeseen public necessity, and the claim is legally payable. Personnel will not use this policy to avoid the use of standard personnel reimbursement procedures established by their command or agency, or to circumvent other laws or regulations.

* A. Use of electronic submissions is preferable when requesting reimbursement for personal expenditures. The electronic claim must contain all the elements of the Optional Form [\(OF\) 1164](#), Claim for Reimbursement for Expenditures on Official Business, unless the Component's system captures the same data elements through some other system functionality that can be directly linked to the claim, and support both internal and external audit requirements.

* B. In lieu of electronic submissions, the [OF 1164](#) is the authorized form used in requesting reimbursement for personal expenditures outlined in this chapter.

* C. All payments require claimants subject to the U.S. Internal Revenue Service code [to](#) provide a Tax Identification Number (TIN) in accordance with 31

U.S.C. [section 7701](#) and [Federal Acquisition Regulation, subpart 4.9](#). For personnel, the TIN must be the claimant's Social Security Number ([26 U.S.C. § 6109](#)). However, an alternative identification number should be used whenever possible in accordance with [DoDI 1000.30](#), "Reduction of Social Security Number (SSN) Use Within DoD." In accordance with DoD Directive [5400.11](#), Components must safeguard the privacy of all individuals and the confidentiality of all personally identifiable information (PII), and take action to ensure any PII contained in a system of records used to conduct official business will be protected so the security and confidentiality of the information is preserved.

D. All claims for reimbursement must be submitted in accordance with the DoD and Component's submission policies and procedures (electronic or manual). All claims must be signed by the claimant, appropriate approving [official](#), and certifying officer prior to being paid.

E. Personnel may use electronic and digital signatures to approve and certify financial documents processed through automated information systems (Volume 5, Chapter 1, [subparagraph 010305.C](#)).

F. Certifying officers must approve the claim prior to disbursement to ensure the information on the vouchers agrees with all supporting documentation. Certifying officers certify that the claims/vouchers are correct and proper for payment from the appropriation(s) or other funds cited on them or on supporting vouchers, and the proposed payments are legal, proper, and correct (Volume 5, Chapter 5, Sections [0504](#) and [0505](#)).

* G. To ensure auditability, and to validate entitlement systems' payment records, [all claims for reimbursement require supporting documentation for proof of receipt, approval by a designated approving official, and certification by a properly appointed certifying officer prior to the disbursement of payment](#), as prescribed by the DoD Guidebook for Miscellaneous Payments. Volume 1, Chapter 9, [Figure 9-1 prescribes DoD policy regarding the retention period for financial records in support of these payments. Refer to \[44 U.S.C. § 2909\]\(#\) for authorization to retain records for a longer period than specified in disposal schedules](#). Supporting documentation includes, but is not limited to, receipts, tickets, and invoices.

110202. 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 must prepare a claim for reimbursement and place the following statement on the claim or attach to the claim: "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 must sign and date the claim. An official designated in the Component or [activity procedures](#) must approve the claim prior to forwarding to the certifying officer.

B. [Non-Government Personnel](#). Claims submitted for reimbursement require signatures by the claimant, the approving official, and an authorized certifying officer. A certified

copy of the document requesting the person to perform services, or documentation showing personally paid items, must support the claim.

C. Supporting Documents. The documents supporting certified vouchers must show the goods or services were received and essential. Mission-related expenses incurred while in a travel status are not payable on a travel voucher and/or by using the Defense Travel System. The JTR, Chapters 2, 3, and 5, prescribes items allowable for reimbursement while in travel status for military uniformed Service members and DoD civilian personnel. Also refer to 5 U.S.C. § 5562 for employee payments while they are in a missing status as defined in 5 U.S.C. § 5561.

110203. 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 of expenses is also authorized to place into serviceable condition, improve, and maintain equipment (including aircraft, motor vehicles, computers, and communications equipment) owned or leased by the Civil Air Patrol. Refer to 10 U.S.C. § 9444.

*110204. Permanent Duty Station 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, specific management approvals, and the member's work responsibilities. Conference attendance expenditures, which contribute to improved conduct, supervision, or management of the DoD Components' functions and activities, may be authorized as prescribed by Volume 9. Refer to the DoD Conference Guidance, Version 4.0 for DoD policy concerning the administration and oversight of all conferences.

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 (JTR, Chapter 3, Sections 0302 and 0321). Documentation supporting that approval must accompany the claim for reimbursement.

110205. 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 U.S.C. § 5945. Reimbursable expenses include the cost of seals, embossing devices, recording and filing fees, and surety bonds required for notaries by state laws. DoD Components will not make reimbursements for claims related to dues for notarial professional associations or other non-essential services. The claim for reimbursement of commission expenses must include a statement that the notary commission is required in the performance of official duties as designated in Component or activity procedures. The claimant's statement must be approved by a management official prior to submission to the certifying officer. There is no statutory authority for payment of these expenses to military members.

110206. Professional Credentials and Specialty Board Examinations

Reimbursement for expenses to obtain professional credentials may be authorized for fees for the application, examination, certification, and other related expenses. The authority for reimbursement of professional accreditation fees is prescribed by [5 U.S.C. § 5757](#).

110207. Passports and Visas

Reimbursement is authorized for costs related to obtaining a visa or passport when required for official travel by DoD employees and their dependents, in accordance with [JTR, Chapter 2, section 0204, Table 2-24](#). Also see the Foreign Clearance Manual ([C3.2.2.1.2](#)) for additional information.

110208. Personnel Held Captive

A. U.S. military personnel held captive, who barter personal valuables during escape and evasion, may file a claim for reimbursement. The claim submitted for reimbursement must list the value of each article and show its age and condition at the time of barter. The appropriate commander or management official must approve the claim prior to submission to the certifying officer.

B. Civilian personnel held captive, who barter personal valuables during escape or evasions, should consult with their Component's legal counsel in preparation of the claim. The claim must be approved by the designated Component official prior to submission to the certifying officer.

110209. Room and Board for Dependent Children

In limited circumstances, the cost of room and board is reimbursable to sponsors of dependent children who require room and board away from their domicile (not within commuting distance) as prescribed by [5 U.S.C. § 5924](#). Also, see DoD 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. A receipt covering the actual payment of room and board by the sponsor is required to support the claimed amount. Additionally, a signed statement is required from the school superintendent or principal that room and board charges are reasonable for the area, and there was nothing available as a less expensive alternative for providing adequate education at a school within the same comparable distance.

110210. Travel for Dependent Children

When DoD-operated schools are unavailable overseas, the DoD-dependent school system will coordinate the placement of 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 U.S.C. § 5924 (4). The claim for reimbursement must be supported with a travel receipt.

*110211. Continuing Medical Education Program

[Title 10 U.S.C. § 1094a](#) prescribes policy for continuing medical education requirements. Individuals enrolled in approved medical correspondence courses may be reimbursed for course costs prior to course completion. Refer to [5 U.S.C. § 4109](#) and Chapter 4, paragraph 040204 for additional guidance. The claimant must timely provide satisfactory proof of course completion, through appropriate Component channels, to the certifying officer to avoid debt collection procedures being initiated for perceived non-completion of the course.

110212. Official Representation

The use of appropriated funds for official representation purposes is authorized as prescribed in [DoDI 7250.13](#) (under the authority of [10 U.S.C. § 127](#)). The Heads of DoD Components may authorize the expenditure of Official Representation Funds by authorized individuals, or their designees, only for official purposes. The claim for reimbursement must be supported by receipts for personal expenditures, and approved by the officials designated in accordance with Enclosure 4 of DoDI 7250.13, prior to forwarding to the certifying officer for certification.

110213. Awards Ceremony Fees

Fees paid by award nominees, award recipients, their supervisors, and managers attending ceremonies may be reimbursed by the Government when those expenditures fall within the scope of the Government Employees Incentive Awards Act ([5 U.S.C. §§ 4501-4506](#) and [10 U.S.C. § 1124](#)). Fees may cover items such as a meal, refreshments, plaques, and awards. The DoD will not authorize advance payments. Individuals will request reimbursement on travel vouchers. However, to obtain reimbursement in the event travel orders are not issued, the claimant must submit a claim with applicable receipts, and approved by the designated management official, to the certifying officer.

110214. Defense Attaché Payments

Expenses are authorized and reimbursable for military attaché officers to maintain suitable official residence, and may vary by location. The claimant must submit a DoD [\(DD\) Form 281](#), Voucher for Emergency or Extraordinary Expense Expenditures, to request and receive reimbursement. The Head of the DoD Component must approve claims submitted for reimbursement prior to submission to the certifying officer. Title 10 U.S.C., Section 127 prescribes policy for emergency and extraordinary expenses.

110215. 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. Refer to the Defense Security Cooperation Agency [Security Assistance Management Manual](#), the [JTR, Chapter 2](#), and DoD Component regulations for travel reimbursements.

110216. Reimbursement for Use of Local Special Conveyances

The [JTR, Chapter 5](#) prescribes allowable reimbursements for commonly incurred expenses associated with public or special conveyances used for transportation in and around duty stations. The claim for reimbursement must be supported by receipts, and approved by the Component's designated [approving](#) official, prior to submission to the certifying officer.

110217. Official Recruiting Duty

Military members assigned to a recruiting organization, or assigned recruiting duties as either a primary or an additional duty, are authorized reimbursement for actual and necessary expenses paid from personal funds. The [JTR, Chapter 2](#) prescribes policy for reimbursement for actual and necessary costs. The claim for reimbursement must be supported by receipts, and approved by the Component's designated [approving](#) official, prior to submission to the certifying officer.

110218. Reimbursement for Local Movement of Household Goods

When local moves of household goods of military personnel are authorized in accordance with the JTR, Chapter 5, and the moves are made at personal expense, the claimant must submit a claim for reimbursement to the designated entitlement office. The claimant must provide a copy of the order directing the move, a copy of the authorization to move household goods at personal expense, and a retained copy of the paid receipt to support the claim. The claimant will be reimbursed for documented receipts and expenses claimed in accordance with the JTR.

*110219. Expenses Incident to Death of Personnel

* A. General. Specific Service regulations authorize and prescribe the services and expenses for the care of deceased personnel. [Title 10 U.S.C. § 1482](#) authorizes payment for services, supplies, transportation, and other expenses incurred by the next of kin. The claimant must submit a claim for reimbursement supported by receipts for personal expenditures. The claim must be approved by the Component's designated [approving](#) official prior to submission to the certifying officer. Title 10 U.S.C. § 1482 establishes limitations regarding the amount of reimbursement. [The payment of expenses incident to the recovery, care, and disposition of a decedent are covered by 10 U.S.C. § 1481.](#)

B. Primary Expenses. A contract with a local mortuary can cover primary expenses for active duty military. Payments for primary expenses, covered by the Prompt Payment Act ([5 CFR 1315](#)), are paid directly to the mortuary by the Government.

C. Secondary Expenses. 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.

110220. Reimbursement for Civilian Medical and Dental Treatment Paid from Personal Funds

A. Members. The cost of authorized civilian medical and dental treatment is ordinarily paid directly to doctors and hospitals by each Military Service. However, individuals who have paid the expense of authorized care must submit a claim for reimbursement. The claim must include paid, itemized invoices from the service provider, and signatures of the claimant, approving official, and certifying officer.

B. Dependents of Members and Retired Personnel. Title 32, CFR, Part 199 prescribes policy for civilian non-Federal medical and dental care for dependents and retired personnel. The Defense Health Agency is responsible for contracting and paying for necessary medical care from civilian sources received by eligible dependents and retired personnel. When medical and health care treatments are beyond the Military Treatment Facility's (MTF) capability, payment is authorized by the managing MTF for dependents and retired personnel to receive supplemental care at civilian facilities. The claimant who paid the expense of authorized care must submit a claim for reimbursement. The claim must include paid, itemized invoices from the service provider, and signatures of the claimant, approving official, and certifying officer.

C. Civilian Personnel. Title 5, CFR, Subpart 339.203 prescribes policy for the authorization of physical examinations to determine an employee's fitness for duty, when directed by the commanding officer or supervisor. Examinations may be procured through an approved agency purchasing method, or the employee can make their own arrangements including direct payment for the physical examination. Procured examinations are processed in the same manner as other contractor invoices, or the employee may submit a claim for reimbursement. The employee must submit a claim for reimbursement to the appropriate official for approval prior to submission to the certifying officer. The claim must contain a chargeable line of accounting and the amount payable, supported by a paid statement from the physician or other evidence of payment. The activity requiring the physical examination must charge the request for reimbursement to their operating funds.

110221. Reimbursement Expenses under Government Employees Training Act

Title 5, U.S.C. § 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 for reimbursement must include receipts for each payment of \$25 or more, details of the expenditures such as services received and dates rendered, signatures of the claimant and approving official, and be certified by an authorized certifying officer prior to payment.

110222. Reimbursement of Miscellaneous Expenses to Defense Security Service (DSS)

DSS agents are authorized reimbursement for investigative costs, such as parking fees, police and court record checks, transcripts, photographs, or miscellaneous investigative fees. The DSS Headquarters must provide the servicing entitlement office its accounting classification

citation for the reimbursement. The citation of the appropriate legal, statutory, or other authority providing for the authorization of the reimbursement must appear on the claim for reimbursement. The claimant must submit a claim for reimbursement supported by receipts and approval signatures from designated DSS management officials.