

SF1164 Claim for Reimbursement for Expenditures on Official Business

Military and civilian personnel should avoid using their personal funds to pay for government obligations. However, they may 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.

CLAIMANT:

The claimant **must have receipts** and have an SF1164 purchase request prepared in CEFMS.

No reimbursement can be processed for an employee that does not have EFT information loaded in their CEFMS employee record. If EFT information is not found, CEFMS will not allow the record to be committed.

SF1164 Purchase Request Preparer:

In CEFMS, navigate to menu option, SF1164 Claim for Reimbursement, which is located under Create Purchase Requests menu id: AACBA or 13217. There are three menu options under this new menu, choose (1) SF1164 Purchase Request.

On the header record of prac, the requesting and issued to organization codes will default to the org code of the user entering the information. If a user is entering the request for a user whose organization code is different from his own, then this defaulted value can be changed to reflect that of the requestor to ensure cost is charged correctly. Valid organization code can be typed over the defaulted value or selected from the F4 listing on these fields.

The technical and financial POC information is also defaulted to the id of the user creating the record. If it is more appropriate that a different user to be reflected as the technical or financial POC, these defaulted values can be changed to another valid employee on your database by typing over or selecting from the F4 listing provided.

Before committing the header record, the user **must** select an appropriate remark. After entering the financial POC, the user will automatically move to screen 2.34.1 where they should F4 for a listing of valid remarks. Choose 4-SF1164 Reimbursement for All Other Expenses. Once selected, the user will be able to commit the header record to assign the prac number and continue to create the prac line item.

There are very few changes to the prac line item. It processes much like a regular contractual purchase request. The first and only significant change is that the user is required to enter the employee id no of the individual requesting the reimbursement immediately following the line item no. It can be typed in if known, or selected from the F4 listing available on the field.

The system will automatically create a line item description using the id no and the remark selected on the prac header record. Standard fields are populated by the system, such as moa code and contract use indicator.

SF1164 Purchase Request Approver

Approver should review supporting documentation provided by claimant prior to approving the SF1164 reimbursement request. Once the line item is complete and committed, the prac requires approval, the same as a regular purchase request.

The approver must use the approve/certify option provided in the SF1164 menu. (Same CEFMS path as above, choose (2) Approve/Certify Purchase Request.) The prac number, if known, can be queried in by executing a query for the number, or if unknown, selected from the F4 listing provided. The F4 listing will pull in only those purchase requests entered as an SF1164.

SF1164 Purchase Request Certifier/Miscellaneous Disbursement

Finance and Accounting personnel (Judy Leja/Angie Shoemaker) must be provided all supporting documentation before they can certify and process the miscellaneous disbursement. (Same CEFMS path as above, choose (2) Approve/Certify Purchase Request and (3) Process Miscellaneous Disbursement.)

The user creating the miscellaneous disbursement record is expected to be knowledgeable and therefore responsible for ensuring that all requirements for eligibility have been met. A message will appear when committing, to state that by approving this payment, the approver has verified that it is true and correct for payment.

Once committed, the user should print screen the record and attach to other required documentation to be forwarded to the USACE Finance Center (ATTN: Mr. Lee Autry) for certification of payment.