# SF 1164 <br> Claim for Expenditures on Official Business 

Use: The SF 1164 Claim for Expenditures on Official Business is a payment mechanism used to reimburse employees for official expenses.

The original, completed and approved SF 1164 should be mailed to:
USDA, APHIS, FMD, APT
100 N. $6^{\text {th }}$ Street
Butler Square, Suite 510C
Minneapolis, MN 55403-1505

When completing the SF 1164, note the following instructions:
Failure to provide required information will result in reimbursement delays and possible returned forms.

1. The original SF 1164 form is required. Copies and faxes will be returned to employee.
2. ALL receipts for reimbursements over $\mathbf{\$ 2 5 . 0 0}$ are required and should be attached.
3. Block 1 - Complete name and address of office handling SF 1164 for the employee (1164 contact).
4. Block 4 - Individual requesting the reimbursement MUST provide full legal name (as it appears on your salary payment), the last four digits of the social security number, complete home mailing address, and office phone number of 1164 contact.
5. Block 6 - Must contain dates of service, detailed description, and amount of expenditures in appropriate columns (In general, services cannot be paid in advance).
6. Block 8 \& 10 - Approving official and claimant must provide signatures and dates in appropriate boxes. Please print the approving official name below the signature if difficult to read.
7. Accounting Classification Block at the bottom of the form - Must provide valid 10-digit for APHIS, 9-digit for AMS, and 7-digit for GIPSA accounting code(s) and Budget Object Code(s) (BOC) for each accounting code (with breakdown of BOC amounts, if applicable).

Note: SF 1164 standard processing time is three (3) working days from receipt given that ALL required information is provided. It will be paid to you on average of 7-10 days from the date of receipt by APT.

## CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

## Read the Privacy Act Statement on the back of this form.


3. SCHEDULE NUMBER
5. PAID BY
6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so authorizify

9. This claim is certified correct and proper for payment.

Sign Original Only


Accounting Classification:
6. EXPENDITURES--Continued

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