

# SF 1164

## 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<sup>th</sup> 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 **\$25.00** 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.*



