

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS STANDARD FORM 1164 – SF1164

New functionality in CEFMS is designed to reimburse a qualified employee for a portion of the cost incurred for Professional Liability Insurance (PLI), cost associated with a qualified individual's purchase of tokens/tickets under the Mass Transportation Fringe Benefit Program, as well as reimbursement for approved miscellaneous expenses while on Official Business.

A new menu option, SF1164 Claim for Reimbursement, is located under Create Purchase Requests Menu Id: AACBA. There are three menu options under this new menu:

- SF1164 Purchase Request
- Approve/Certify Purchase Request
- Process Miscellaneous Disbursement

SF1164 Purchase Request – A Purchase Request and Commitment (PRAC) must be entered for reimbursement.

On the Header Record of the PRAC, the Requesting and Issued To organization codes will default to the organization code of the user entering the information. If a user is entering the request for a user whose organization code is different from their own, then this defaulted value can be changed to reflect that of the requestor to ensure cost is charged correctly. A 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

choosing the Financial POC, the user will automatically move to Screen 2.34.1 where they

should F4 for a listing of valid remarks. For SF1164 purposes, we have the following three remarks:

- 10 – SF1164 – Reimbursement for Professional Liability Insurance
- 11 – SF1164 – Reimbursement for Mass Transit
- 12 – 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 on 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.

Four new resource codes have been added as child records of 'BENEFITS' and 'MILPERSBEN' and should be used when creating purchase requests for Professional Liability Insurance or Mass Transit. They are as follows:

- PROFLIAB – Professional Liability Insurance (PLI) – Civilian Personnel
- PROFLIABM – Professional Liability Insurance (PLI) – Military Personnel
- MASSTRAN – Civilian Personnel
- MASSTRANM – Military Personnel

Approve/Certify Purchase Request - Once the line item is complete and committed, the PRAC requires approval and certification, the same as a regular purchase request.

The approver and certifier must use the Approve/Certify option provided in the new SF1164 menu. 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. It is somewhat slower than querying by a specific PRAC number, so it is convenient to have the PRAC number handy.

SF1164 approvers should review supporting documentation provided by the claimant prior to approving the SF1164 reimbursement. For reimbursements where no receipt is available, a memorandum must be provided to the approver specifying the person receiving reimbursement, the CEFMS SF1164 PRAC, Amount and Reason for Reimbursement to include the reason why a receipt was not available for review.

Process Miscellaneous Disbursement – After approval of the SF1164 PRAC, forward a copy of the PRAC, all supporting receipts and any other documentation to the District Finance and Accounting (F&A) Branch, Resource Management Office, CESWF-RM-F, Attn: Ramona Collins. Finance and Accounting will review source documentation/justification and approve the PRAC for payment by the USACE

Finance Center (UFC) in Millington, Tennessee.

Reimbursement method is Electronic Funds Transfer (EFT). All employees must submit a Direct Deposit Authorization Form to the Finance Center Disbursing Division, Check Issue Branch (CEFC-AD-I), either by mail or fax. If mailing the Direct Deposit Authorization Form, the address is USACE Finance Center, Attn: Lee Autry, 5722 Integrity Drive, Millington, TN 38054-5005 or the fax number is (901) 874-8572, if EFT account information has not been previously established. The District Deposit Authorization Form is available at UFC website, (www.fc.usace.army.mil).

If you have any questions regarding this process, please call Ramona Collins at (817) 886-1414.