

**Base Alameda
Mass Transit Reimbursement Program**

Guidelines for Successful Reimbursement

Please follow these guidelines for filling out a SF-1164, "Claim for Reimbursement". If any information is missing or incorrect, the form will be returned to you. This will delay your reimbursement. General instructions: Submit your original receipt(s) only. Do not submit copies of receipts. Tape receipts properly. Do not use staples. Claim the correct amount. Sign and date your claim. Submit a claim every month. Do not accumulate claims for several months. Specific instructions: (see sample claim form)

- I. In block 1, enter U.S. Coast Guard / Department of Homeland Security.
- II. In blocks 4a, 4b, 4c, and 4d, enter your name (Last Name, First Name, MI), your full social security number, your full mailing address, and your full office telephone number.
- III. In the vertical column marked "6a" on the left side of the form, enter the year and the time period covered by the claim. Usually this will be the current calendar year and the 1st day of the month to the last day of the month. For example: 2007 and beneath that, 1 Jan to 31 Jan.
- IV. In the blank spaces of the columns marked "6c" and "6d" labeled "Explain expenditures in specific detail.", enter what type of mass transit you used (VANPOOL, AMTRAK, CALTRAIN, BUS, BART, etc.) and where it transported you from and to (City, State; the two BART stations; etc). Keep it short. There is no need to take up multiple lines.
- V. Using cellophane tape, tape your original receipt(s) below the entry in columns 6c and 6d. Use four (4) pieces of tape. Use one (1) piece of tape to affix each side of the receipt to the claim form. Each piece of tape should extend beyond the edges of the receipt such that when completed, each edge of the receipt is affixed to the claim form and completely covered with tape. Receipts that are not taped properly will jam the copy machine's document handler. This will delay your reimbursement. Do not use staples – unless the receipt is too large (half page or larger).
- VI. In the column marked "6g" indicate the amount of your fares and tolls for each type of mass transit used. Sum the total amount for all fares and tolls at the bottom of the column. This is the amount claimed. Do not enter more than \$115.00 for any one month.
- VII. In block 7 enter the actual amount you are claiming for your mass transit. You can enter up to \$115.00. Do not enter more than \$115.00.
- VIII. In block 10 sign and date the form. Use blue ink.
- IX. In the box labeled "Accounting Classification" at the bottom of the form, enter the current FY accounting line string.
- X. Bring the form to the first floor, Bldg. 21, Room 111, Base Alameda ID Card Section. Sign the log and place the form in the box provided in the customer reception area.

SEE SAMPLE CLAIM FORM