

Standard Form (SF) 1164

Claim for Reimbursements for Expenditures on Official Business

Use: The SF 1164 is a payment mechanism used to reimburse employees for official expenses.

To avoid any processing delays, please note the following instructions:

1. These instructions were developed for specific agencies of the USDA, currently APHIS and GIPSA. If you work for an agency other than APHIS or GIPSA, please check with your agency for their requirements.
2. Receipts for all items and services over **\$25.00** are required and should be attached.
3. The following information is required in order to ensure timely reimbursements:
The FMMI Obligation/Payment Request Cover Sheet, an optional form, provides a breakdown of all required information, including required accounting elements, which may be attached and sent with the SF 1164 for processing. The cover sheet is located at: www.aphis.usda.gov/mrpbs/fmd/fost_forms.shtml
 - a. **Block 1:** Complete name and address of office handling the SF 1164 for the employee (i.e. SF1164 contact).
 - b. **Block 4:** Provide your complete legal name (as it appears on your salary payment), FMMI Vendor Number, complete home mailing address, and office phone number of SF 1164 contact.
 - c. **Block 6:** Must contain dates of service, *detailed* description, and amount of expenditures in appropriate columns (In general, services *cannot* be paid in advance).
 - d. **Blocks 8 & 10:** Approving official and claimant must provide signatures and dates in appropriate boxes. Please print the approving official name below the signature if it's difficult to read.
 - e. **Accounting Classification Block (at the bottom of the form):** Must provide valid Fund, Fund Center, Functional Area, WBS Element, Budget Period, and Budget Object Code(s) (BOCs) for each accounting element breakdown, if applicable.
4. Based on your agency, you may submit an SF 1164 to the information provided below. Please be mindful not to submit an SF 1164 twice, or your accounting code may be charged twice.

APHIS Post-mail is the only acceptable method to submit SF 1164 for processing. Mail the original SF 1164. Must contain at least one original signature.	GIPSA Mail, fax, or email are acceptable ways to submit an SF 1164 for processing
Mail: USDA, APHIS, FMD Financial Operations Services Team (FOST) 100 North 6 th Street Butler Square, Suite 510C Minneapolis, MN 55403-1505	Mail: USDA, APHIS, FMD Financial Operations Services Team (FOST) 100 North 6 th Street Butler Square, Suite 510C Minneapolis, MN 55403-1505
	Fax: GIPSA Attn: Soeurette Dunn Subject: GIPSA SF 1164 Fax: 612-336-3561
	Email: soeurette.dunn@aphis.usda.gov

Contact Us: If you are part of United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) or Grain Inspection Packers and Stockyards Administration (GIPSA), direct questions to:

- APHIS, Bonnie Silvernale: 612-336-3428
- GIPSA, Soeurette Dunn: 612-336-3274
- SF 1164 Lead, Kraig Peterson: 612-336-3604

