

MEMORANDUM FOR Commanders/Directors, All Supported USACE Commands,
ATTN: Resource Managers and Finance and Accounting
Officers.

SUBJECT: SF1164, Claim for Reimbursement for Expenditures on Official Business

1. References:

- a. Memorandum, HQS USACE, CERM-F, 19 January 2001, subject: Mass Transportation Fringe Benefit Program.
- b. Memorandum, HQS USACE, CEHR-E, 22 November 2000, subject: Delegation of Authority to Approve Professional Liability Insurance (PLI) Reimbursement Requests.

2. We have developed CEFMS functionality and a Finance Center Business Process for processing SF1164 reimbursement requests. Request widest dissemination of this memo and its enclosures to all Command personnel.

3. Effective upon release of CEFMS Programming Work Packet #58692, CEFMS local travel vouchers should be used strictly for local travel and should not include items for miscellaneous reimbursement. **Effective 26 March 2001, Our Travel Division will discontinue certification of local travel vouchers that contain reimbursement for miscellaneous items.**

4. References 1.a. and 1.b. specify requirements for the reimbursement of Mass Transit subsidy and Professional Liability Insurance. These reimbursements require specific documentation and review prior to forwarding the information to the Finance Center for disbursement.

5. CEFMS SF1164 instructions are at Enclosure 1. The enclosure includes CEFMS instructions for employees seeking reimbursement, approvers of reimbursement and local Data Base Administrators. The Finance Center Business Process guide is at Enclosure 2.

CEFC-FD

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6. My points of contact are Mr. Pete Brown, 901-874-8591 and Ms. Stephanie Mathewson, 256-864-1844.

Encls

CF:
CDR, CEPOD
CDR, CETAC



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