

USACE Finance Center
SF1164 Business Process for Non-Local Travel Reimbursements

1. SF1164 APPROVER SHOULD REVIEW supporting documentation provided by claimant prior to approving the SF1164 reimbursement request.
2. Supporting documentation for SF1164 reimbursements must be forwarded to the USACE Finance Center Disbursing Operations Branch, CEFC-FD-O. Documentation should be transmitted using form UFC-DISB6, available at the UFC website (www.fc.usace.army.mil). To obtain the form click on “Publications” and arrow down to the form. Transmittals should be individually numbered, starting with 0001, and include all requested information. Receipts should be annotated with the CEFMS SF1164 Purchase Request number and the Miscellaneous Disbursement number generated from CEFMS. CEFMS print screen after approval may be used.
3. For reimbursements where no receipt is available, a **memo** must be provided to the approver specifying the person receiving reimbursement, the CEFMS SF1164 Purchase Request number, amount and reason for reimbursement to include the reason why a receipt was not available for review. Memos should be annotated with the CEFMS generated Miscellaneous Disbursement number, signed by the approver and forwarded to the USACE Finance Center using form UFC-DISB6. CEFMS print screen after approval may be used.
4. The Disbursing Operations Branch will certify for disbursement based on submitted documentation and the SF1164 Approver signature in CEFMS. SF1164 reimbursements that do not contain all supporting documentation will not be certified and will be returned to the supported activity.
5. The Finance Center Deputy Director of Finance may request additional support for a reimbursement prior to disbursement.
6. **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, if EFT account information has not been previously established. The Direct Deposit Authorization Form is available at the UFC website, (www.fc.usace.army.mil).**
7. Documentation for SF1164 reimbursements will be maintained at the USACE Finance Center and will not be returned to the field operating activities.
8. Non-Compliance with these procedures will result in delayed reimbursement.