APPENDIX G

CLAIM FOR REIMBURSEMENT (SF 1164)

There are certain items that are considered necessary to accomplish the mission, but that are not related to travel or transportation. Expenditures for these items must be claimed using an SF 1164, Claim for Reimbursement for Expenditures on Official Business (reference Attachment 17). These items include, but are not limited to: Safety Shoes (requires completion of Safety Shoe Purchase Record form **signed by the local approving authority** and approved by the RAO PM – Reference Appendix E), maps, batteries, some office supplies and in some cases vaccinations (all require proper justification, the original receipt and the Resident Engineer or local supervisor's signature). SF 1164 information will be input into CEFMS by the RAO support staff.