

**DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT MANUAL**

TRANSMITTAL SHEET

Version: 001

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SUBJECT: Administrative
Part 345: Financial Management
Chapter 1: Claim Reimbursement for Expenditures on Official Business

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter provides policy and procedures for the reimbursement of Bureau of Ocean Energy Management (BOEM) employees for authorized expenditures made in and around the official duty station (50-mile radius). A signed OF-1164, Claim for Reimbursement for Expenditures on Official Business, is used to claim reimbursement.



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OPR: BSEE Management Support Division, Office of Administration

**Department of the Interior
Bureau of Ocean Energy Management Manual**

Effective Date: June 6, 2017

Version No.: 001

Series: Administrative

Part 345: Financial Management

Chapter 1: Claim Reimbursement for Expenditures on Official Business

Originating Office: Bureau of Safety and Environmental Enforcement, Office of Administration, Finance Division

1. Purpose: This directive provides policy and procedures for claiming reimbursement of local travel expenses and other authorized official business expenditures. The General Services Administration (GSA) replaced the Claim for Reimbursement for Expenditures on Official Business, Standard Form 1164 (SF-1164) with the Optional Form 1164 (OF-1164). The SF-1164 is now obsolete; a signed OF-1164 is now used to make a claim for reimbursement.

2. Scope: This Manual Chapter applies to all Bureau of Ocean Energy Management (BOEM) employees.

3. Authorities:

1. Executive Order 11609 of July 22, 1971.
2. Public Law 104-208, Section 636.
3. 5 U.S.C. 4109 – Expenses of training.
4. 5 U.S.C. 5704 – Mileage and related allowances.
5. 5 U.S.C. 7103(a) – Defines supervisor/manager (Professional liability insurance.)
6. 41 U.S.C. 1901 – Simplified acquisition procedures.
7. 26 U.S.C. 6011(a) and (b) and 6109 – Collecting employee identification numbers.

4. References:

1. DM-348, Bicycle Subsidy Benefit Program.
2. DOI Personnel Bulletin No. 08-07, Reimbursing Employees for Liability Insurance.

5. Definitions:

A. Professional Liability Insurance (PLI): Insurance coverage for legal costs incurred by Federal managers or law enforcement officers when defending themselves against allegations of wrongdoing while carrying out official duties.

B. Approving Official: An individual employed by the Bureau having authority in the interest of the Bureau to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the

consistent exercise of independent judgment. A code of either 2 or 4 in block 41 on the employee's SF-50 will indicate supervisory status. An employee officially appointed in an Acting status can act on behalf of that Approving Official. The BSEE Transportation Subsidy Benefit Program Coordinator approves the claim requests for the Bicycle Commuter Reimbursement.

6. Policy:

A. BOEM employees may be reimbursed for the following expenditures incurred for official business by submitting an OF-1164:

1. Mileage reimbursement, tolls, and parking fees for use of privately owned vehicle. Mileage reimbursement is for local travel only and is based on the mileage from the duty station to the place of official business and return. An employee must deduct the normal daily commute if departing from or returning to their residence. This deduction should be clearly notated on the OF-1164.

2. Taxicab, bus, subway, and streetcar fares.

3. Registration fees for attendance at meetings within the local area. A receipt is required.

Note: The Government charge card, purchase business line is the preferred method of payment for registration fees.

4. Training and tuition. A receipt and training form is required. The training form must be signed by the approving official and the OF-1164 should be annotated that no other payment mechanism was accepted by the vendor.

5. Qualified Bicycle Commuter Reimbursement. Supporting daily and monthly records are required. OF-1164 must be approved and submitted to finance-invoice@bsee.gov by the BSEE Transportation Subsidy Benefit Program Coordinator.

6. *"Postage due" on official mail.* A receipt is required.

7. Official calls in the local area. Employees are expected to use Government telephones or calling cards purchased for official calls in the local area. The Department of the Interior telecommunications policy states:

a. Employees should not expect reimbursement when using personal wireless services for Government business without prior approval of managers and supervisors. If an employee has a recurring need for wireless services and if cost-benefit reviews support the requirement, the office should consider acquiring Government-owned wireless technologies that can be checked out or assigned to employees on an as-needed basis.

b. Any official call being claimed on the OF-1164 must be supported by documentation with official charges clearly highlighted. Only the cost of the service differentiated, and itemized as an additional cost actually incurred by the employee, may be claimed for reimbursement.

8. Professional liability insurance. Fifty percent of the cost per year is authorized for reimbursement – receipt required.

9. Vehicle Rental. Preapproval from the employee's supervisor is required to rent a vehicle for local travel. For insurance purposes, employees must ensure vehicle rentals are reserved under the government car rental agreement. A receipt is required.

10. Passport photos. The BOEM Office of International Affairs (OIA) should be contacted before any passport expenses are incurred. OF-1164 should state that the BOEM OIA had been contacted, and the results of said contact.

11. Non-taxable fitness center (located on-site) membership fees.

B. The OF-1164 shall **not** be used to claim reimbursement for the following:

1. Any official Government purchase, such as supplies or equipment, made by an employee who has not been designated with purchase authority. Any micro purchase made in the local area should be charged to the Government charge card by an employee with purchase authority only.

2. Authorized cash purchases for supplies, equipment, or services made while the employee is in travel status (TDY or relocation). These costs are claimed in Concur, along with the employee's other travel costs as a miscellaneous expense.

3. Personal services of non-employee personnel.

4. Purchase of controlled property or equipment.

5. Utility bills.

6. Taxable fitness center (located off-site) membership fees.

7. Parking and traffic violations.

8. Salaries, stipends, cash awards, cash settlements, and gifts.

9. Refreshments for meetings or training sessions.

10. Residential broadband expenses.

7. Procedures:

The following are the procedures for completing, submitting, and processing a claim for reimbursement:

1. *Complete the OF-1164.* Download the OF-1164 from BSEE's eAdmin Center Forms Library, <http://eadmincenter/forms/index.html>. The form must be signed by the employee and by the employee's Approving Official. Claims for reimbursement should be submitted within the fiscal year when the expense was incurred. The minimum dollar amount to be claimed is \$1.00.

Required receipts must be scanned and attached to the OF-1164. Electronic signatures are preferred; however manually-signed forms with original receipts will be accepted via mail. See Attachment 1 for instructions on completing the OF-1164. Note: Use whole numbers when entering the mileage rate on the OF-1164; for example: 53.5¢ not \$.535.

2. *Submit the OF-1164.* Once the OF-1164 has been signed (electronic signature recommended) and all required receipts have been scanned and attached, submit the claim via e-mail through the approving official(s) and finally to Finance at finance-invoice@bsee.gov. If obtaining an electronic signature is not possible, manually-signed forms (along with original receipts) must be mailed to: Bureau of Safety and Environmental Enforcement, VAE-FD ATTN: Accounts Payable, 45600 Woodland Road, Sterling, VA 20166.

3. *Process the OF-1164.* BSEE Finance Division will process the OF-1164 in the Financial Business Management System (FBMS). All payments will be made by Electronic Funds Transfer based on the employee's banking information recorded in the Federal Personnel Payroll System (FPPS). Claims will be returned if all signature blocks are not completed, for clarification, inappropriate claims, and inconsistencies.

8. Responsibilities:

1. Employee:

- a. Complete the OF-1164, including Accounting Information under block 9 at the bottom of the SF-1164, and electronically sign it in block 10.
- b. Scan and attach required receipts. (Provide justification if receipt is not attached.)
- c. Send signed OF-1164 with receipts to Approving Official via e-mail.

2. Approving Official:

- a. Review claim and electronically sign in Approving Official block 8.
- b. Forward claim to the BSEE Finance Division, finance-invoice@bsee.gov, for processing.

3. BSEE Finance Division, Accounting Operations:

- a. Review the claim to ensure the OF-1164 is complete and the employee qualifies for reimbursement.
- b. Process claim in FBMS.

4. BSEE Transportation Subsidy Benefit Program Coordinator:

- a. Review the claim to ensure the OF-1164 is complete and the employee qualifies for the Bicycle Commuter Reimbursement.
- b. Electronically sign in Approving Official block 8.
- c. Forward claim to the BSEE Finance Division, finance-invoice@bsee.gov, for processing.

Attachment 1
Instructions for Completing Claim for Reimbursement
for Expenditures on Official Business
Optional Form (OF) 1164

1. **General Guidance.** Claimant must submit an Optional Form 1164 to receive reimbursement for expenditures for local travel, training, local meeting registration fees, postage due on official mail, local official calls, professional liability insurance, local vehicle rental, or passport photos.

2. **Preparing a Claim.**

a. Claimant will prepare the Optional Form 1164 by completing the form as follows:

Block 1 – Enter Department/Bureau/Division-Office name.

Block 4a – Enter your complete legal name (Last, First, Middle Initial).

Block 4b – Enter Employee ID number (40xxxxxx).

Block 4c – Enter mailing address.

Block 4d – Enter office telephone number including the area code.

Block 6 – Mileage Rate: Enter the mileage rate in cents, i.e. 53.5¢, not dollars, i.e. \$.535.

Block 6a – Enter date of expenditure.

Block 6b – Enter Code: **A** – Local Travel **B** – Telephone **C** - Other expenses (itemized).

Block 6c & 6d – List expenditures with a suitable explanation as to the nature of the expense. Scan and attach the receipt for the expenditure to the form. Explain failure to furnish receipts, when applicable.

Block 6e & mileage rate – Enter number of miles claiming in 6e and enter the current mileage rate in the column heading. The current mileage rate can be found on the following GSA website: <https://www.gsa.gov/portal/content/100715> .

Block 6g & 6h – Enter the Fare or Toll amount in 6g. If the fare claimed in 6g exceeds the charge for one person, show the number of additional persons which accompanied the claimant in 6h.

Block 6i – Enter the amount claimed.

Block 7 – Total amounts claimed will calculate automatically.

Block 8 – Approving Official's electronic signature and date.

Block 10 – Claimant's electronic signature and date.

ACCOUNTING CLASSIFICATION – Enter the Line of Accounting to which the expense should be charged, i.e., Funds Center/Functional Area/Fund/Work Breakdown Structure (WBS) (if required) and object class code.

b. Claimant will scan and attach required receipts.

- c. Claimant will electronically sign the form and forward to their Approving Official.
- d. Approving Official will electronically sign the form and submit it electronically to BSEE's Finance Division, finance-invoice@bsee.gov.

NOTE: Electronic signatures are preferred; however in situations where an electronic signature cannot be retrieved, manually-signed forms with original receipts will be accepted. Mail manually-signed forms with original receipts attached to: Bureau of Safety and Environmental Enforcement, VAE-FD ATTN: Accounts Receivable, 45600 Woodland Road, Sterling, VA 20166.

3. Processing Claims. Claims will be returned if all signature blocks are not completed. The BSEE Finance Division will review the submitted form for appropriateness of expenditures and accuracy and will process it in the Financial Business Management System for payment via Electronic Funds Transfer.