

**Department of Defense (DoD)**

**GUIDEBOOK FOR MISCELLANEOUS  
PAYMENTS**

**January 2013**

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# **DoD MISCELLANEOUS PAYMENTS**

## **OVERVIEW**

**Purpose.** The purpose of this guide is to assist Department of Defense (DoD) officials in identifying mandatory requirements prescribed for DoD miscellaneous payments. It provides a high-level overview of policies and processes, with a goal of consolidating and streamlining miscellaneous payment procedures across the Components. The policy and procedures identified in this guide are derived from the [\*Federal Acquisition Regulation \(FAR\)\*](#), the [\*DoD Federal Acquisition Regulation Supplement \(DFARS\)\*](#), the [\*DoD Financial Management Regulation \(FMR\)\*](#), and other statutory and regulatory resources. An authorized miscellaneous payment is not initiated by a contract and is generally a one-time occurrence for which the government receives benefit. This guide prescribes policy for certain miscellaneous payments for Federal and Non-Federal entities. Entities are reimbursed if the underlying expense was authorized and if the claim is legally payable.

### **Policy.**

A. Processing miscellaneous claims for payment requests may be accomplished manually or electronically. Electronic submissions of miscellaneous payments may be submitted via Wide Area Work Flow (WAWF), Enterprise Resource Planning (ERP) systems or other approved electronic methods. Supporting documentation, to include specific forms identified by each template in this Guide, receipts, tickets and invoices, must accompany each payment request. Exceptions to submitting payment requests electronically are specified in [\*DFARS 232.7002\*](#). The electronically transmitted payment request is treated the same as a paper payment request and must contain identical data elements as a proper paper payment request would, as specified in [\*Federal Acquisition Regulation \(FAR\) 32.905\(b\) "Content of Invoices"\*](#) and [\*Volume 10, Chapter 8, Paragraph 080404\*](#).

B. Miscellaneous payments are subject to the obligation standards prescribed by the DoD FMR [\*Volume 3, Chapter 8\*](#).

C. The approved form will contain a valid line of accounting obligated as specified in the DoD FMR Volume 3, Chapter 8. Processing of the payments through a DoD payment system may require the configuration of unique standard document numbers.

D. All payment requests must include a valid Line of Accounting, a Tax Identification Number (TIN) in accordance with [\*Title 31 United States Code \(USC\), section 3325\(d\)\*](#). Vendors or contractors are required to be registered in [\*System for Award Management \(SAM\)\*](#) as prescribed by [\*Office of the Under Secretary of Defense \(OUSD\) Memorandum "Class Deviation-SAM \(August 21, 2012\)\*](#).

E. Certifying Officers will ensure the accuracy of a voucher and supporting documents, transactions are legal, proper and correct, and obligation of funds to cover payment. Submitting activities must provide a copy of a [\*Defense Department \(DD\) Form 577\*](#), Appointment/Termination Record) for certifying officials, to the Disbursing Operation (Column

140-C), DFAS-Indianapolis ([\*DoDFMR Volume 5, Chapter 33\*](#)). Certifying Officers are appointed only after completion of training (DoDFMR Volume 5, Chapter 33) and can be held pecuniarily liable for erroneous payments resulting from the performance of their duties ([\*31 USC 3528\*](#)).

F. Reimbursement to entities or individuals can only occur if the underlying expense was properly authorized and the claim is legally payable.

G. Title [\*31 Code of Federal Regulation \(CFR\), Part 208\*](#) requires that Federal payments be made electronically except as prescribed by 31 CFR Part 208.4. The Government Purchase Card (GPC) shall be used as the payment instrument for micro-purchases and training request up to \$25,000.

H. The Government Purchase Card (GPC) may be used for payment of certain miscellaneous payments for transactions valued at or below the micro-purchases threshold ([\*DFARS Part 213.270\*](#)) and training requests up to \$25,000. Another option includes payment by convenience check if the non-federal entity does not accept government charge card.

I. Intra-Governmental Payment and Collection System (IPAC) shall be used to properly transfer funds to pay for the goods and services exchanged between federal agencies ([\*Treasury Financial Manual, Volume 1, Part 6, Chapter 4000\*](#)).

**Definition.** A miscellaneous payment is defined as a valid obligation of the government having one or more of the following attributes:

A. Payment under special authoritative arrangements other than a formal contracting arrangement. These may include specific payment authorities pursuant to legislation or Executive Orders. Example: Child care services and youth programs services for dependents; financial assistance for providers.

B. Payments authorized under formal contracting arrangements that may necessitate other payment methods. Examples: Payments for morale, welfare, and recreation functions when use of the Government Purchase Card (GPC) is not feasible.

C. Payments and funding made by other federal agencies under special authority that necessitates special billing/reimbursement conditions. Examples: Attorney fees awarded by court are paid by Department of Justice (DOJ). Refer to DoD FMR Volume 10, Chapter 12, Paragraph 120202.

D. Payments for non-recurring, non-contractual purchases. Examples: Payments for Attorney fees and other expenses awarded by a court, arbitrator or administrative board to the part prevailing in a civil action against DoD when use of the Government Purchase Card (GPC) is not feasible.

# **ALPHABETICAL LISTING OF MISCELLANEOUS PAYMENT CATEGORIES**

**Existing Abbreviations.** Use of the "Abbreviation" miscellaneous payment codes (pages 4–8 of this guidebook) is mandatory for payment requests made after September 30, 2012. If the entitlement system is unable to capture or process the "Abbreviation" Miscellaneous Pay Codes, the entitlement system must reach an agreement with the DFAS tax office regarding how payments will be processed.

**Abbreviations.** This guidebook does not encompass all miscellaneous payments and primarily those with a less significant volume of requests may require special handling. If a particular miscellaneous payment has not yet been assigned a code or template and begins to recur in a volume that processing without the use of a specific Miscellaneous Payment Category becomes burdensome, then the using organization should identify payment to DFAS ([Accounting.Policy@DFAS.Mil](mailto:Accounting.Policy@DFAS.Mil)) with a recommendation to add a new code in this Guidebook.

**Tax Withholding.** The use of uniform miscellaneous payment codes is important to determine the tax reporting and withholding applicable to payments and to determine the applicability of Prompt Payment Act (PPA) or other required interest. These codes must be captured in such a way that they can be used systemically to determine whether payments will be cash-managed, whether PPA interest is due for late payments, and whether IRS form 1099 reporting is required.

## **MISCELLANEOUS PAYMENTS**

**\*Template currently not included in the Guidebook**

### **Payments to Non-Federal Entities**

<b>Miscellaneous Payment Category</b>	<b>Future Abbreviation</b>
<a href="#"><u>Agents (Used when disbursing vouchers are processed)</u></a>	AGNV
<a href="#"><u>Ancillary Charges Associated with Fuel Cards</u></a>	POLV
<a href="#"><u>Apprehension Reimbursements and Confinement Costs</u></a>	ARCV
<a href="#"><u>Apprehension Rewards</u></a>	ARWV
<a href="#"><u>Attorney Fees (Including Judgments and Settle-</u></a>	ATTV

<b>Miscellaneous Payment Category</b>	<b>Future Abbreviation</b>
<a href="#">ments Paid to the Attorney</a>	
<a href="#">Awards Made to Bid Protestors</a>	AMBV
<a href="#">Child Care (Non-Contractual)</a>	CHCV
<a href="#">Civilian Clothing Allowance</a>	CLTV
<a href="#">Contingency Funds for Entertaining Dignitaries</a>	CONV
<a href="#">Contingency Funds for Investigative Expenses and Confidential Military Purposes</a>	DSSV
<a href="#">Demurrage</a>	DEMV
<a href="#">Fees, Licenses, Permits (Does not include MIPRs)</a>	FLPV
<a href="#">Funeral, Internment, and Mortuary Expenses</a>	FIMV
<a href="#">Gifts and Speaker Fees</a>	GFTV
<a href="#">Grants</a>	GRNV
<a href="#">Hospital Accreditation</a>	HSPV
<a href="#">Lease and Rental Agreements</a>	RENV
<a href="#">Legal Claims (Non-Federal Entity)</a>	LGLV
<a href="#">Medical Services Provided by Civilian Non-Federal Sources</a>	MEDV
<a href="#">Miscellaneous Payment - Vendor</a>	MISV
<a href="#">Military Training Service Support</a>	MTSV
<a href="#">Morale, Welfare, Recreation, and General Entertainment Expenses</a>	MWRV

<b>Miscellaneous Payment Category</b>	<b>Future Abbreviation</b>
<a href="#">Non-Temporary Storage (NTS) of Household Goods (HHG)</a>	NTSV
<a href="#">Patents, Copyright, and Designs</a>	PATV
<a href="#">Professional Liability Insurance</a>	PRLV
<a href="#">Purchase and Transportation of Special Items (Blood)</a>	PSBV
<a href="#">Purchase of Metered Mail - Paid to Private Entity (Does not include small parcels)</a>	POSV
<a href="#">Purchase of Special Items (Drinking Water)</a>	PSWV
<a href="#">Rewards for Recovery of Lost DoD Property</a>	RLPV
Telecommunications *	TELV
<a href="#">Training and Education Expenses - Paid to Non-Federal Entity (Non-Contract)</a>	TRNV
<a href="#">Transportation for Local Move or Local Delivery out of HHG Only (In/Out-Bound Local Moves)</a>	THHV
<a href="#">Utility Payments</a>	UTIV
<a href="#">Veterinary Services for Contingency and/or Emergency Conditions</a>	VETV
<a href="#">Witness Fees for Court Martial</a>	WITV

**PAYMENTS TO EMPLOYEES/MILITARY MEMBERS**

<b>Miscellaneous Payment Category</b>	<b>Future Abbreviation</b>
<a href="#">Adoption Expenses</a>	ADPE
Air National Guard Meals *	ANGE

<a href="#">Award for Suggestion</a>	SUGE
Billeting *	BLLE
<a href="#">Civilian Clothing Allowance</a>	CCAE
<a href="#">Defense Security Service (DSS) Agents Miscellaneous Expenses</a> (Includes "Investigation Expenses (Includes background investigation)," which formerly used WAWF code INVE)	DSSE
<a href="#">Employment-Related Judgments and Settlements</a> ( Includes EEOC Judgments and Settlements that formerly used WAWF Code EEOC)	EEOE
<a href="#">Funeral, Internment, and Mortuary Expense</a>	FIME
<a href="#">Fees, Licenses, and Permits</a>	FLPE
<a href="#">Gifts</a>	GIFE
<a href="#">Lease &amp; Rental Agreements</a>	RENE
<a href="#">Legal Claims</a>	LGLE
<a href="#">Medical Services Provided by Civilian Non-Federal Sources</a>	MEDE
<a href="#">Miscellaneous Payment - Employee</a>	MISE
<a href="#">Morale, Welfare, Recreation, and General Entertainment Expenses</a>	MWRE
<a href="#">Non-Temporary Storage (NTS) of Household Goods</a>	NTSE
<a href="#">Patents, Copyright &amp; Designs</a>	PATE
<a href="#">Professional Liability Insurance</a>	PRLE
Referral Bonus *	REFE
Reimbursements: Fees, Licenses, Permits (Does not include MIPRs) *	REPE
<a href="#">Reimbursements: Room &amp; Board for Dependent Children</a>	RERE
<a href="#">Reimbursements: Utility Reconnection Fees</a>	REUE
Religious Services *	RELE
<a href="#">Respite Care</a>	RSPE
TA 50 Equipment *	T50E
Telephone *	TELE
<a href="#">Training/Education Expenses - (Non-Contract)</a>	TRNE
Transportation for Local Move or Delivery out of HHG Only (In/Out-Bound Local Moves) *	THHE

<a href="#">Transportation Incentive Program (Carpooling, METRO, Etc.)</a>	TRAE
Transportation TOP Vouchers *	TOPE
<a href="#">Veterinary Service</a>	VETE
Witness Fees for Court Martial (Not authorized for employees/members; only travel expenses are authorized) *	WITE

**INTRA-GOVERNMENTAL**

<b>Miscellaneous Payment Category</b>	<b>Future Abbreviation</b>
<a href="#">Acquisition Cross-Servicing Agreements</a>	ACSI
Damages to GSA Motor Pool Vehicles *	DMPI
Fees, Licenses, Permits *	FLPI
Intergovernmental Personnel Act (IPA)* For IPA payments, use IPAC and/or MIPR process *	IPAI
NAF (Payment made under the Uniform Funding & Mgmt Practice. Quarterly payment made to the Community Family Support Center) *	NAFI
Purchase of Special Items (Border Clearance Inspectors) *	SPEI
Training and Education Expenses - Paid to Federal Government Entity (Non-Contract) *	TRNI

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# Templates for Processing Miscellaneous Payments

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## GENERAL NOTES ON THE TEMPLATES

1. Any reference to a Standard Form or DoD Form includes the electronic equivalent of that form.
2. Miscellaneous payments may have tax consequences as follows:
  - Certain payments may be required to be reported to the Internal Revenue Service (IRS) using either IRS Form 1099 or W2.
  - Tax reporting is not required for employee-reimbursement-type payments (e.g., clothing allowances, fire/police protection equipment, training, household good damages, and personal property loss).
  - W2s and withholding are required for employee payments of wages and employment compensation such as back pay in relationship to settlements and judgments.
3. Payments to foreign governments require special handling and are not covered in this document. (See local operating procedures.)
4. "Pay as Soon as Possible" means to make payment to the vendor at the earliest time possible once all required documentation, including EFT information, is received by the payment office.
5. A template for Parcel Post (PARC) is not included because this miscellaneous payment requires an Office of the Secretary of Defense (OSD)-level waiver.
6. A template for Maintenance Services (MAIN) is not included because these services are always purchased under contract.

## PAYMENTS TO NON-FEDERAL ENTITIES

<a href="#"><u>AGNV</u></a>	<b>Agents (Used when disbursing vouchers are processed.)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payments for purchases as a result of an emergency situation or contingency operation.		
<b>Description:</b> Payments for purchases below the micro-purchase threshold as a result of an emergency situation or contingency operation. Generally these items should be paid with the GPC but are purchased using this process in circumstances where use of the GPC is not feasible.		
<b>Examples:</b> Purchases include, but are not limited to, blood and water (in emergency situations), as well as "Solatium Payments."		
<b>Authority</b>	<a href="#">FAR 13.306</a>  <a href="#">DFARS 213.306</a>	SF 44, Purchase Order--Invoice--Voucher  SF 44, Purchase Order -- Invoice – Voucher
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 44; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
<b>Payment Request Documents</b>	SF 44 certified by Paying Agent.	
<b>Supporting Documents (retained by Certifying Officer)</b>	SF 44s or other receipts.	
<b>Required Dates</b>	Invoice Submitted Date (Invoice Date): Date of SF 44 or electronic equivalent. Invoice Received Date (INV RCVD): Date stamp of designated billing office. Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 44 Certifying Officer date. Finalized Acceptance (MDSE ACCPT): SF 44 Certifying Officer date.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the Agreement or obligation document.		
<b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the leg-		

any line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">AMBV</a>	<b>Awards Made to Bid Protesters</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payment of awards made to successful bid protesters under the Competition in Contracting Act of 1984 (CICA) ( <a href="#">10 USC 2304</a> ).		
<b>Description:</b> If the Comptroller General determines that a solicitation for a contract or a proposed award or the award of a contract does not comply with a statute or regulation, the Comptroller General may decide that the protesting party is entitled to the following: The payment of costs associated with the filing and pursuing the protest, including reasonable attorney fees. The payment of costs of bid and proposal preparation.		
<b>Examples:</b> Payments for bid and proposal preparation and attorney's fees when awarded to the bid protestor by the Government Accountability Office (GAO).		
<b>Authority</b>	<a href="#">FAR, Part 6.1</a>  <a href="#">10 USC 2304</a>  <a href="#">31 USC 3551–3556</a>	Full and Open Competition  Contracts Competition Requirements  Procurement Protest System
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Federal Court order, Comptroller General decision, or settlement agreement.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Federal Court order, Comptroller General decision, or settlement agreement.  A successful bid protester must certify, to the best of one's knowledge and belief, that the statement of costs submitted for payment: (1) contains only costs that are legitimately payable pursuant to the guidance set forth by the Government Accountability Office in connection with payments of attorney fees and bid preparation costs, and (2) are complete and accurate.	
<b>Required Dates</b>	Invoice Submitted Date (Invoice Date): Date of SF 1034 or electronic equivalent.  Invoice Received Date (INV RCVD): Date stamp of designated billing office.  Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 1034 Certifying Officer date.  Finalized Acceptance (MDSE ACCPT): SF 1034 Certifying Officer date.	
<b>Amounts Payable:</b> As stipulated in Federal Court order, Comptroller General Decision, or settlement agreement.		

**Voucher Preparation:** The Contracting Officer prepares an SF 1034. The following data must be included: the payee's name and either the Data Universal Numbering System (DUNS) number, Commercial and Government Entity (CAGE) code, or NATO Commercial and Government Entity (NCAGE) code. If the non-federal entity is a foreign entity doing business with DoD not in U.S. dollars; the payee's name and mailing address.

**Voucher Support:** A copy of the Comptroller General decision, along with a statement of costs incurred and approved by the contracting officer.

**Condition for Payment:** As stated in Federal Court order, Comptroller General decision, or settlement agreement.

Upon receipt of the SF 1034 claiming payment, the Certifying Officer reviews the voucher for propriety and, if proper, certifies the voucher. The SF 1034 must cite the payee's name, TIN or Employee Identification Number (EIN), mailing address, and banking information for EFT.

**Not Payable:** Amounts claimed but not authorized in Federal Court order, Comptroller General decision, or settlement agreement.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

Payment must be made from the funds of the activity funding the contract.

<a href="#">ARCV</a>	<b>Apprehension Reimbursements and Confinement Costs</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Reimbursements for the apprehension and return of prisoners, deserters, and military members absent without leave.		
<b>Description:</b> Under <a href="#">10 USC 956</a> , certain amounts are authorized and paid for the apprehension, detention, and return to military control of prisoners, deserters, and military members absent without leave. Payments include reimbursement for actual expenses (up to specified limits). In addition, payments are authorized for the reimbursement of civil authorities for the cost of subsistence furnished to military personnel placed in their custody for safe-keeping at the request of military authorities.		
<b>Examples:</b> Actual expenses for which reimbursement may be made, if considered justifiable and reimbursable by the commanding officer, include: Taxicab, bus fare, or mileage at the per-mile rate established by the Joint Travel Regulation for a privately owned conveyance when travel is performed either by a citizen or officer and prisoner, or a round trip from either place of apprehension or civil police headquarters to place of return to military control. Meals furnished to the member for which the cost was assumed by the apprehending person or agency representative. Telephone or telegraph communication costs. Damage to property of the apprehending person or agency if caused directly by the member during his or her apprehension, detention, or delivery. Such other reasonable and necessary expenses incurred in actual apprehension, detention, or delivery.		
<b>Authority</b>	<a href="#">10 USC 956</a>  <a href="#">10 USC 7214</a>	Deserters, prisoners, members absent without leave: expenses and rewards Apprehension of deserters and prisoners; operation of shore patrols
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	1. Proof of apprehension documented on <a href="#">DD Form 553</a> , Deserter/Absentee Wanted by the Armed Forces, or a certificate from the organization of absentee, or written notification from military or federal law enforcement officials stating that the absentee's return to military control was desired. 2. An itemized statement of allowable expenses.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of DD Form 553, SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office/receipt of prisoner return date.	

	<p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgment Date</b> (MDSE DEL): SF 1034 Certifying Officer date.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.</p>
<p><b>Amounts Payable:</b> Reimbursement for actual expenses. When a reward has not been offered or when conditions for payment of a reward otherwise cannot be met, reimbursement, not to exceed \$75, may be made to any person or entity for actual expenses incurred in the apprehension, detention, or delivery to military control of an absentee or deserter. If two or more persons or entities join in performing these services, payment may be made jointly or separately, but the total payment or payments may not exceed \$75.</p>	
<p><b>Voucher Preparation:</b> An SF 1034 is prepared by the activity to which the apprehended member was released. The following data must be shown on the voucher:</p> <p>The payee's name, Taxpayer Identification Number (TIN), and mailing address; the military appropriation of the parent military service of the person apprehended; and the banking information for EFT, DUNS number, CAGE code, or NCAGE code.</p> <p>The apprehended member's name, Social Security Number (SSN), organization from which the apprehended member was absent, and the date and place at which military authorities resumed control.</p> <p>A statement that the payee apprehended and detained, or apprehended and delivered, the member.</p>	
<p><b>Condition for Payment:</b> Before a reimbursement is payable, a notification must be issued for the return to military control of the absentee, deserter, or escaped military prisoner. Receipt of DD Form 553, Deserter/Absentee Wanted by the Armed Forces, oral or written communication from military or federal law enforcement officials, or entering the individual's name in the National Crime Information Center, constitutes notification.</p>	
<p><b>Not Payable:</b> Reimbursement will not be made for:</p> <p>Lodging at nonmilitary confinement facilities.</p> <p>Transportation performed by the use of official Federal, state, county, or municipal vehicles.</p> <p>Personal services of the apprehending, detaining, or delivering person or agency.</p> <p>Actual expenses for the same apprehension and detention or delivery for which a reward has been paid. Payment of actual expenses will be made in accordance with the expenses cited in the "Examples" section of this template except when an itemized statement of costs approved by the Commanding Officer is required and notice of DD Form 553 or other form is not required.</p>	
<p><b>Appropriations:</b> As stated in the agreement or obligation document.</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p>	

<a href="#">ARWV</a>	<b>Apprehension Rewards</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payment of rewards for apprehension and return of U.S. Military prisoners, deserters, and members absent without leave.		
<b>Description:</b> Under <a href="#">10 USC 956</a> , rewards are authorized and paid for the apprehension, detention, and return to military control of U.S. Military prisoners, deserters, and members absent without leave.		
<b>amples:</b> A reward paid for the apprehension and delivery, to military control, of a member who is absent without leave.		
<b>Authority</b>	<a href="#">10 USC 956</a>  <a href="#">10 USC 7214</a>	Deserters, prisoners, members absent without leave: expenses and rewards  Apprehension of deserters and prisoners; operation of shore patrols
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Proof of apprehension documented on DD Form 553, Deserter/Absentee Wanted by the Armed Forces, or a certificate from the organization of absentee, or written notification from military or federal law enforcement officials stating that the absentee's return to military control was desired.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgment Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF1034 Certifying Officer date.	
<b>Amounts Payable:</b> A reward of \$50 is paid for apprehension and detention until military authorities assume physical control of the member. A reward of \$75 is paid for the apprehension and delivery of the member to military control.		

**Voucher Preparation:** An SF 1034 is prepared by the activity to which the apprehended member was released. The following data must be shown on the voucher:

The payee's name, TIN, mailing address; the military appropriation of the parent military service of the person apprehended; and the banking information for EFT, DUNS number, CAGE code, or NCAGE code.

The apprehended member's name and SSN, the organization from which the apprehended member was absent, and the date and place at which military authorities resumed control.

A statement that the payee apprehended and detained, or apprehended and delivered, the member.

**Condition for Payment:** Before a reward is payable, there must be a notification issued for the return to military control of the absentee, deserter, or escaped military prisoner. Receipt of DD Form 553, Deserter/Absentee Wanted by the Armed Forces, oral or written communication from military or federal law enforcement officials, or entering the individual's name in the National Crime Information Center, constitutes notification.

**Not Payable:** Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">ATTV</a>	<b>Attorney Fees (Including judgments and settlements paid to the attorney.)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payment of attorney fees and other expenses awarded by a court, arbitrator or administrative board to the party prevailing in a civil action against DoD.		
<b>Description:</b> The Equal Access to Justice Act (EAJA) (5 USC 504 and 28 USC 2412) authorizes payment of attorney fees and other expenses incurred by the prevailing party (other than the United States) in civil actions and administrative proceedings. The party prevailing against DoD in adversary adjudication or in a court action may obtain an award of attorney fees and other expenses incurred in connection with the proceeding.		
<b>Examples:</b> Attorney fees may be awarded pursuant to any of the following: A no-fault settlement agreement An informal adjustment The Merit Systems Protection Board (MSPB) An arbitrator A Federal Court The Equal Employment Opportunity Commission (EEOC) Other appropriate authority. Other expenses may include those for expert witnesses and for any study, analysis, engineering report, test, or project necessary for the preparation of the prevailing party's case.		
<b>Authority</b>	<a href="#">5 USC 504</a> and <a href="#">28 USC 2412</a>	Equal Access to Justice Act
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state) The payment of attorney fees to or on behalf of the complainant is taxable to the complainant.	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099 If the payment is made to both the attorney and the complainant, or to just the attorney, two 1099s will be issued for the payment.	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (70 Comp. Gen. 664 (August 5, 1991))	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Court order, settlement agreement, or order of an arbitrator or other appropriate authority.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, court order, settlement agreement, or order of an arbitrator or other appropriate authority. The application for payment must be supported when required by an itemized statement from the attorney, agent, or expert witness stating the actual time spent and the rate at which fees and other expenses were computed.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgment</b>	

	<p><b>Date (MDSE DEL):</b> SF 1034 Certifying Officer date.</p> <p><b>Finalized Acceptance (MDSE ACCPT):</b> SF 1034 Certifying Officer date.</p>
<p><b>Amounts Payable:</b> Payment is to be made in the amount approved by the court order, settlement agreement, order of an arbitrator, or other appropriate authority.</p>	
<p><b>Voucher Preparation:</b> An SF 1034, clearly stating to whom the payment is to be made (individual attorney or the law firm) is prepared by the legal office representing the activity against which the plaintiff was awarded the judgment.</p>	
<p><b>Condition for Payment:</b> In adversary adjudications, application for the amount sought must be submitted to the DoD activity involved within 30 days of final disposition in the adversary adjudication (5 USC 504). In court actions, the application for an award of attorney fees and other expenses must be submitted to the court within 30 days of final judgment in the action (28 USC 2412). Upon receipt of the SF 1034 claiming payment, the Certifying Officer reviews the voucher for propriety and, if proper, certifies the voucher. On the SF 1034, cite the payee's name, TIN/Employer Identification Number (EIN), mailing address, and banking information for EFT.</p>	
<p><b>Not Payable:</b> Attorney or agent fees in excess of \$125 per hour unless the agency determines that an increase in the cost of living or a special factor, such as the limited availability of qualified attorneys or agents for the proceedings involved, justifies a higher fee (5 USC 504 (b)(1)(A)(ii)).</p>	
<p><b>Appropriations:</b> As stated in the agreement or obligation document.</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting.)</p> <p>The Department of Justice (DOJ), in most cases, is the Federal agency designated to represent DoD in litigation. DOJ is funded to make payments of properly awarded attorney fees. (Fees awarded in discrimination cases are exceptions.) Attorney fees awarded by a court of competent authority are normally paid by DOJ from its permanent appropriation. If such fees are not payable from this appropriation, DOJ will provide guidance on a case-by-case basis. Attorney fees and other expenses awarded claimants under the Equal Access to Justice Act are paid from funds available to the DoD activity at the time at which the award is made.</p>	

<a href="#">CHCV</a>	<b>Child Care (Non-Contractual)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payments to individuals for providing non-contractual childcare services.		
<b>Description:</b> Payments to individuals for providing non-contractual reimbursement for childcare services, including expenses associated with various military programs. All other types of childcare services are contracted.		
<b>Examples:</b> Payments to individuals for providing non-contractual childcare services.		
<b>Authority</b>	<a href="#">10 USC 1798</a>	Child care services and youth program services for dependents: financial assistance for providers
<b>Tax Withholding</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> FITW <input checked="" type="checkbox"/> FICA <input checked="" type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent.</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office.</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): <u>SF 1034</u> Certifying Officer date.</p>	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits. Fee assistance amounts vary by program. For many programs, fee assistance will be based on family income and provider rate.		
<b>Appropriations:</b> As stated in the agreement or obligation document.		
<b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).		

<a href="#">CLTV</a>	<b>Civilian Clothing Allowance</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b> <i>Generally may be more appropriate for payment by GPC or contract.</i>	
<b>Short Description:</b> Allowance for civilian employee job-related clothing or uniforms.		
<b>Description:</b> Civilian uniform allowances. Payments for clothing allowances approved for civilians to complete job-related functions and for civilian uniform allowances. <b>(See US Codes for annual limitations).</b>		
<b>Examples:</b> Fire fighters, security personnel.		
<b>Authority</b>	<a href="#">10 USC 1593</a>  <a href="#">5 USC 7903</a>	Uniform allowance: civilian employees  Protective clothing and equipment
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1034. <b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1034.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the agreement or obligation document. <b>Standard Financial Information Structure (Civilian):</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting.)		

The payment will be charged to the same appropriation and subsidiary accounting data normally charged for the salary of the personnel concerned.

<a href="#">CONV</a>	<b>Contingency Funds for Entertaining Dignitaries</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payments for Official Representation Using Contingencies Funds		
<b>Description:</b> Payments for official representation by local commanders or other official authorized purposes using contingency funds.		
<b>Examples:</b> Entertainment of dignitaries		
<b>Authority</b>	<a href="#">DoDI 7250.13</a>	Use of Appropriated Funds for Official Representation Purposes
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	All expenditures of contingency funds for official representation specifically must be approved before the event by the applicable commander or designee. Such approvals must be of formal record and, at a minimum, indicate the purpose, number of guests, and estimated cost.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> Payments are made on an SF 1034 and certified or approved by the commander or designee. As an alternative, the commander or designee may submit a properly certified statement with supporting documentation to the disbursing office for preparation and certification of the payment voucher. See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the agreement or obligation document <b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).		

<a href="#">DEM V</a>	<b>Demurrage</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Freight payments to a local or short-haul carrier whose vehicle or vessel is delayed by failure to load/unload the freight within the time allowed.		
<b>Description:</b> Payments for failure to load/unload freight within time allowed. If payable by the DoD-approved third-party payment service for transportation or under a contract, this should not be handled as a miscellaneous payment.		
<b>Examples:</b> Government unforeseen delays for loading or unloading carrier/vessel shipments.		
<b>Authority</b>	<a href="#">FAR 47.208-1</a>  <a href="#">DFARS 247.271-4</a>	Report of Shipment—Advance notice  Contracts for Transportation or for Transportation Related Services—Solicitation provisions, schedule formats, and contract clauses
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034. <b>Invoice Received Date</b> (Invoice RCVD): Date of SF 1034. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 evidenced by authorized Certifying Officer signature. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 evidenced by authorized Certifying Officer signature.	
<b>Amounts Payable:</b> Certifying Officials may approve and certify payment for amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer and supporting documents.		
<b>Not Payable:</b> Payments to long-haul carriers and amounts not supported by supporting documentation.		
<b>Appropriations:</b> As stated in the agreement or obligation document <b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).		

<a href="#">DSSV</a>	<b>Contingency Funds for Investigative Expenses and Confidential Military Purposes</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payments of expenses for non-confidential or classified and confidential military investigations.		
<b>Description:</b> Payments generally are for confidential military purposes and include miscellaneous expenses for investigations.		
<b>Examples:</b> Payments to the Criminal Investigative Organizations for use as part of criminal and/or undercover operations and payments to local governments for transcripts, court records, photographs, etc. The DSS Headquarters provides the servicing entitlement office its accounting classification for reimbursements. Such authority will be cited on the claim for reimbursement		
<b>Authority</b>	DSS Headquarters  <a href="#">Executive Order 12829</a>  <a href="#">10 USC 127</a>  <a href="#">10 USC 422</a>  <a href="#">DoD Directive 5105.42</a>  <a href="#">Army Regulation 20-1</a>	Authority will be cited on the claim for reimbursement.  National Industrial Security Program Emergency and extraordinary expenses Use of Funds for Certain Incidental Purposes Defense Security Service (DSS) Inspector General Activities and Procedures
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034 for non-classified investigation expenses. The <a href="#">DD 281</a> will be used for reimbursement of expenses related to classified or confidential military investigations; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Receipts to support non-classified expenses or classified or confidential investigation expenses. The DD Form 281, Voucher for Emergency or Extraordinary Expense Expenditures, must be used for expenses involving classified or confidential military purposes.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported		

by receipts/invoices.

**Voucher Preparation:** See Page 9 of this guidebook for general instructions. Payments are normally made on a DD Form 281. Exceptions are processed on other appropriate voucher forms. The original of all vouchers such as DD Form 281, SF 1034, and SF 1080, except for collection and correction vouchers, are returned to the originator. The original voucher and supporting documents are retained by designated Intelligence Contingency Fund (ICF) Managers. The vouchers are prepared in original and four copies using the applicable form. All other supporting documents are retained by the originating office.

**Condition for Payment:** Approval for payment by the Certifying Officer.

**Not Payable:** Amounts claimed for reimbursement but not certified, amounts claimed for reimbursement and certified which exceed established limits.

**Appropriations:** As stated in the agreement or obligation document

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">FIMV</a>	<b>Funeral, Internment, and Mortuary Expenses</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Mortuary expense for deceased personnel		
<b>Description:</b> Payment for the services and expenses associated with the care and disposition of deceased personnel, or related expenses incurred by next of kin. Specific service regulations authorize and prescribe the services and expenses for the care and disposition of deceased personnel.		
<b>Examples:</b> Primary expenses for active-duty military can be provided under contract with a local mortuary. Payments for secondary expenses, such as the services, supplies, transportation, and expenses incurred by the next of kin, may be assigned to a mortuary or made, as reimbursements of expenses incurred, directly to the individual.		
<b>Authority</b>	<a href="#">10 USC 1482</a> <a href="#">Army Regulation 600-25</a>  <a href="#">Army Regulation 600-8-1</a> <a href="#">Air Force Instruction 34-242</a> <a href="#">DoDD 1300.22E</a> <a href="#">DoDI 1300.15</a> <a href="#">DoDI 1344.08</a>  <a href="#">DoDD 4515.13-R</a>	Expenses incident to death Salutes, Honors, and Visits of Courtesy Army Casualty Program Mortuary Affairs Program Mortuary Affairs Policy Military Funeral Support Interment Allowance for Deceased Military Personnel Air Transportation Eligibility
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099 (But secondary expenses paid directly to next of kin are neither reportable nor taxable.)	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (But not when treated as a payment of claim.)	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date. Secondary expenses should be paid immediately. These payments, whether assigned or not, should be expedited and not delayed. Payment of secondary expenses should be treated as payment of a claim.	
<b>Obligating Documents</b>	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Receipts and DD Form 1300, Report of Casualty.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement</b>	

	<p><b>Date</b> (MDSE DEL): SF 1034 Certifying Officer date.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.</p>
<p><b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.</p>	
<p><b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.</p>	
<p><b>Condition for Payment:</b> Approval for payment by the Certifying Officer.</p>	
<p><b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p><b>Appropriations:</b> As stated in the agreement or obligation document</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p>	

<a href="#">FLPV</a>	<b>Fees, Licenses, Permits (Does not include MIPRs.)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b> <i>Generally may be more appropriate for payment by GPC.</i>	
<b>Short Description:</b> Payments for permits and other official documents.		
<b>Description:</b> Payments for permits and other official documents.		
<b>Examples:</b> Environmental Protection Agency (EPA) permit (although this is intra-governmental, it may require handling as a non-federal entity payment in exceptional circumstances), and hunting and fishing licenses for game wardens (where we pay direct rather than reimbursing employees).		
<b>Authority</b>	<a href="#">DoDI 4715.6</a>	Environmental Compliance
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents:</b>	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
<b>Payment Request Documents:</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing).</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1034.</p>	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the agreement or obligation document.		
<b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).		

<a href="#">GFTV</a>	<b>Gifts and Speaker Fees</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b> <i>Generally may be more appropriate for payment by GPC.</i>	
<b>Short Description:</b> Payment for expenses associated with the purchase of an official gift or speaking fees paid to individuals outside the government.		
<b>Description:</b> Payment for expenses associated with the purchase of an official gift, including speaking fees paid to individuals outside the government.		
<b>Examples:</b> Guest speakers at an official function.		
<b>Authority</b>	<a href="#">22 USC 2694</a> <a href="#">5 USC 4501-4506</a> <a href="#">5 CFR, Sec 451.104</a> <a href="#">DoD FMR Volume 10, Chapter 12</a>	Limitation on purchase of gifts for foreign individuals  Incentive Awards  Awards  Payments of Fees For Guest Speakers, Lecturers, and Panelists
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts and an approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1034. <b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1034.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the agreement or obligation document.		
<b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all ap-		

ropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">GRNV</a>	<b>Grants</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payments of grants for research and education.		
<b>Description:</b> Several types of payment are authorized for grants, cooperative agreements, and other assistance transactions. The type used is prescribed in the award documents.		
<b>Examples:</b> A short description of several methods of payments follows.  <p>An <i>advance payment</i> is a payment made to a recipient upon their request either before outlays are made by the recipient or through the use of predetermined payment schedules.</p> <p>A <i>reimbursement</i> is a payment is made to the recipient upon its request after cash outlays are made by the recipient.</p> <p>A <i>working capital advance</i> is the advancement of cash to a recipient to cover estimated disbursement needs for an initial <i>period</i> generally geared to the awardees' disbursing cycle. Thereafter, the recipient is reimbursed for actual cash outlays.</p> <p>A <i>payable milestones payment</i> is a payment made to a recipient according to a schedule of predetermined measures of <i>technical</i> progress.</p>		
<b>Authority</b>	<a href="#">OMB Circular No. A-102</a>  <a href="#">OMB Circular No. A-110</a>  <a href="#">Catalog of Federal Domestic Assistance</a>  <a href="#">DoD 3210.6-R</a>  <a href="#">DoD FMR Vol 12, Chap 5, 050102</a>  <a href="#">DoD FMR Vol 10, Chap 19</a>	Grants and Cooperative Agreements with State and Local Governments  Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations  Department of Defense Grant and Agreement Regulations  Grants and Cooperative Agreements  Payment Provisions for Grants And Other Instruments of Assistance
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. (No more than 7 days after receipt of the recipient's request at the administering office and no more than 7 days after each date specified when payments are authorized in advance based on a predetermined	

	<p>payment schedule.)</p> <p><input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.</p>
<b>Obligating Documents</b>	Paid on an externally certified SF 270 or SF 271 and supported by a memorandum.
<b>Payment Request Documents</b>	<p><a href="#">SF 270</a>, <a href="#">SF 271</a>, or SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).</p> <p>For non-construction programs agreements with states, local governments, universities, and other non-profits, DoD 3210.6-R requires requests for advance payments or reimbursements to be made on SF 270, Request for Advance or Reimbursements. For construction programs, SF 271, Outlay Report and Request for Reimbursement, may be used. For payments to commercial recipients, DoD Components may authorize recipients to use SF 270, SF 271, or prescribe other forms as necessary. Other forms may be authorized if exceptions are approved in advance by the awarding agency.</p>
<b>Supporting Documents (retained by Certifying Officer)</b>	As required by the grant.
<b>Required Dates</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Date of SF 270, SF 271, or SF 1034 or electronic equivalent.</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office.</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 270, SF 271, or SF 1034 Certifying Officer date.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): SF 270, SF 271, or SF 1034 Certifying Officer date.</p>
<b>Amounts Payable:</b> Approving Officials may approve payment, provided that (1) the request complies with the award, and (2) funds are available to pay the award.	
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.	
<b>Condition for Payment:</b> Approval for payment certified by the administering office.	
<b>Not Payable:</b> Amounts in excess of the unliquidated balance on the award.	
<p><b>Appropriations:</b> As stated in the agreement or obligation document.</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p>	

<a href="#">HSPV</a>	<b>Hospital Accreditation</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Non-routine payments for accreditation surveys for medical programs, services, and/or equipment.		
<b>Description:</b> Non-routine payments for accreditation surveys for medical programs, services, and/or equipment. If required, payment for any part or the entire initial or reaccreditation surveys may be made in advance.		
<b>Examples:</b> Non-routine payments for accreditation surveys for medical programs, services, and/or equipment.		
<b>Authority</b>	<a href="#">The Joint Commission</a>  <a href="#">DoDI 6025.13</a>	(Each state has accreditation requirements.)  Medical Quality Assurance and Clinical Quality Management in the Military Health System
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. (If advance payment) <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the agreement or obligation document.		
<b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the		

legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">LGLV</a>	<b>Legal Claims (Non-Federal Entity)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<p><b>Short Description:</b> Payment of approved claims under various statutes. Includes Interest Awarded Contractor by the Armed Services Board of Contract Appeals, Payment to Contractor When Contracting Officer Approves Claim under the Contract Disputes Act, Payment to Contractors Based on Decisions of Board of Contract Appeals or Court of Federal Claims, and Payments to Reimburse Treasury for Payments in Settlement of Contractor Claims.</p>		
<p><b>Description:</b> Claims under a variety of federal statutes are processed and approved by certain settlement authorities based on their delegated authority to settle that type and amount of claim. Persons who have been designated to approve or disapprove claims cognizable under these statutes and the regulations governing preparation, submission, adjudication, and payment of the claims can be obtained from local office of counsel or judge advocate office. Settlement authorities at all levels will pay claims by the most efficient means. Sometimes this means forwarding a voucher to DFAS or using another electronic system. Sometimes emergency cash payments are made. Claims approved by other designees are forwarded to the local disbursing office that serves the approving authority for preparation and payment of the public voucher.</p> <p>Claims under the Foreign Claims Act: The Foreign Claims Act authorizes the Secretaries of the Military Departments, or their designee, to appoint claims commissions to approve or disapprove claims cognizable under the Act. Similar commissions also may approve or disapprove claims cognizable under the North Atlantic Treaty Organization status of forces and similar agreements and 10 USC 2733 and 2734.</p>		
<p><b>Examples:</b> This template covers a variety of legal claims including, but not limited to, payment to a contractor when the Contracting Officer approves a claim under the Contract Disputes Act; payment to a contractor based on a decision by the Board of Contract Appeals or Court of Federal Claims, including interest awarded to a contractor by the Armed Services Board of Contract Appeals; and payments to reimburse the Judgment Fund upon receipt of a bill from the Treasury Department for payments in settlement of contractor claims.</p>		
<b>Authority</b>	<a href="#">28 USC 1346(b), 2671, 2680</a> <a href="#">10 USC 2733</a>  <a href="#">10 USC 2734</a>  <a href="#">31 USC 3721b</a>  <a href="#">32 USC 715</a>	Federal Tort Claims Act  Property loss; personal injury or death: incident to noncombat activities of Department of Army, Navy, or Air Force  Property loss; personal injury or death: incident to noncombat activities of the armed forces; foreign countries  Claims of personnel of agencies and the District of Columbia government for personal property damage or loss  Property loss; personal injury or death: activities under certain sections of this title
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099 The use of a W-2 depends on settlement. If the payment is made directly to the attorney or is issued jointly to the attorney and the complainant, the payment also must be reported on Forms 1099-MISC that are issued to the attorney (1099 box 14) and to the complainant (1099 box 3).	

<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.
<b>Obligating Documents</b>	Invoice, settlement agreement, court order and/or memorandum, certified SF 1034 authorized obligation documents specific to their service/agency that contains the certification of fund availability for the intended purpose, or GSA or DoD forms specific for authorizing of a claim. For obligations see DoD FMR Volume 3, Chapter 8.
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs. (see DoD FMR Volume 5, Chapter 33).
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, settlement agreement, court order and/or memorandum, and certification of funds.
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date claim submitted. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.
<p><b>Amounts Payable:</b> The Secretary of Defense or designee is authorized to pay claims against the United States for money damages of the following (these amounts are generally true—the settlement authority alone is responsible for determining appropriateness of payment):</p> <p>\$2,500 or less under the Federal Tort Claims Act (28 USC 1346(b), 2671, 2680). Amounts over \$2,500 are paid from the Department of the Treasury Judgment Fund.</p> <p>\$40,000 or less for a normal claim, and up to \$100,000 for emergency evacuation or extraordinary circumstances under the Personnel Claims Act (31 USC 3721b).</p> <p>\$100,000 or less under the Military Claims Act (10 USC 2733). Amounts over \$100,000 are paid from the Department of the Treasury Judgment Fund.</p> <p>\$100,000 or less under the National Guard Claims Act (32 USC 715). Amounts over \$100,000 are paid from the Department of the Treasury Judgment Fund.</p> <p>\$100,000 or less under the Foreign Claims Act (10 USC 2734). Amounts over \$100,000 are paid from the Department of the Treasury Judgment Fund. Paid in local currency.</p> <p>Claims under the International Agreement Claims Act (10 USC 2734a and 2734b) are paid in local currency.</p> <p>Approving Officials may approve payment for reasonable costs that are supported by settlement agreement, court order and/or memorandum.</p>	
<p><b>Voucher Preparation:</b> Claims under the Federal Tort Claims Act and other non-contractual claims that have been approved by the Secretary of a Military Department, or by designated approving authorities in the office of counsel or judge advocate general, are sent to the appropriate DFAS center or local disbursing office for preparation and payment of the public voucher. Claims approved by other designees are forwarded to the local disbursing office that serves the approving authority for preparation and payment of the public voucher.</p> <p>For claims under the Foreign Claims Act contact the local office of counsel or judge advocate office for regulations governing preparation, submission, adjudication, and payment of these claims. Approved claims are forwarded to the nearest DFAS disbursing office serving the country concerned.</p>	

See Page 9 of this guidebook for general instructions.

**Condition for Payment:** As stipulated in the settlement agreement or Federal Court order or certified SF 1034.

**Not Payable:** Amounts claimed but not authorized in the settlement agreement or Federal Court order or on the certified SF 1034.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">MEDV</a>	<b>Medical Services Provided by Civilian Non-Federal Sources</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Military treatment facility (MTF) authorized payments for medical services provided by civilian non-federal sources.		
<b>Description:</b> Payments for medical services provided by civilian non-federal sources for military members, dependents, retired personnel, and foreign military members and their dependents on invitational orders, when referred by an MTF.		
<b>Examples:</b> Includes referral by the military MTF to civilian healthcare providers for care that is beyond the MTF's capability; and emergency care of foreign military members and their dependents on invitational orders.		
<b>Authority</b>	<a href="#">10 USC 1071, 1085</a> <a href="#">32 CFR 199</a> DoD <a href="#">FMR Volume 10, Chapter 12</a>	Medical and Dental Care Civilian Non-Federal Medical and Dental Care Miscellaneous Payments
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; binding agreement with an agency, person, or business concern; authorized obligation documents specific to their service/agency that contains the certification of fund availability for the intended purpose, or GSA or DoD forms specific for authorizing of a claim. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office see DoD FMR Volume 5, Chapter 33) or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.	
<b>Amounts Payable</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation</b> Claims from civilian non-Federal sources for such care are paid on an SF 1034. The form is prepared and certified for payment within 30 days from the later of receipt of an invoice in the specified office or the date of acceptance of the care provided by the approving authority and supported by itemized invoices. Care of the deceased is covered under Mortuary Affairs.		

**Condition for Payment:**

Members: The cost of authorized civilian medical and dental treatment ordinarily is paid directly to doctors and hospitals by each Military Service.

Dependents and Retired Personnel: Instructions concerning the administration of civilian non-Federal medical and dental care for dependents and retired personnel are published in the current series of DoD 6010.8-R. The Office of Civilian Health and Medical Program of the Uniformed Services has the responsibility for contracting and paying for medically necessary care from civilian sources that is received by eligible dependents and retired personnel. When Medical Treatment Facilities (MTFs) are managing the care of dependents and retired personnel, and must refer such personnel to civilian facilities for care that is beyond that MTF's capability, payment for that supplemental care is authorized.

**Not Payable:** Care of the deceased is covered under Mortuary Affairs. Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits. Amounts claimed for reimbursement that should be paid directly to doctors and hospitals by each Military Service or TRICARE through their managed support contracts.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

The funds charged will be the operating funds of the MTF that made the referral.

<b>MISV</b>	<b>Miscellaneous Payment - Vendor</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payment requests that may be service specific or undefined as a miscellaneous payment codes. <b>NOTE: Please contact the DFAS-Tax Office-Send the requests to <a href="mailto:cco-1099@dfas.mil/614-701-2475">cco-1099@dfas.mil/614-701-2475</a> prior to completing the claim/request for reimbursement for tax reporting guidance.</b>		
<b>Description:</b> Payment requests for which there are no applicable "Abbreviated Payment Code". These requests may be service/DoD agency specific with infrequent use.		
<b>Examples:</b> Payments request may cite MOUs/MOAs.		
<b>Authority</b>	<i>References will be provided by submitting activity for Audit Readiness. Authority reference will be cited on the payment request document.</i>	
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state) <b>NOTE: Please contact the DFAS-Tax Office-Send the requests to <a href="mailto:cco-1099@dfas.mil/614-701-2475">cco-1099@dfas.mil/614-701-2475</a> prior to completing the claim/request for reimbursement for tax reporting guidance.</b>	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034, SF 1164, or other forms required/authorized as obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034, SF 1164 or other authorized documents certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (required by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">MTSV</a>	<b>Military Training Service Support</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Housing rental and/or hotel bill payments to house military personnel and their families.		
<b>Description:</b> Housing rental and/or hotel bill payments for Reserve component members who must travel more than 50 miles from the member's residence to perform inactive duty training, providing that the Reserve component members who are performing active duty or inactive duty training and are not otherwise entitled to travel and transportation allowance with lodging in kind, as provided in <a href="#">37 USC 474(j)</a> , when transient Government housing is not available.		
<b>Examples:</b> Payments to a local hotel to house Reserve component members who are performing active duty or inactive duty training when transient Government housing is not available.		
<b>Authority</b>	<a href="#">10 USC 12604</a>  <a href="#">JFTR, Paragraph U7150(C)(6)</a>	Billeting in Department of Defense facilities: Reserves attending inactive-duty training Reserve Component Travel
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (required by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the agreement or obligation document. <b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the		

legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">MWRV</a>	<b>Morale, Welfare, Recreation, and General Entertainment Expenses</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b> <i>Generally may be more appropriate for payment by GPC or contract.</i>	
<b>Short Description:</b> Payments to non-federal entities for morale, welfare, and recreation operation.		
<b>Description:</b> Payments to non-federal entities for goods or services provided by morale, welfare, and recreation operation.		
<b>Examples:</b> PCS lodging expenses paid to MWR for personnel and/or dependents because on-base housing was not available upon arrival.		
<b>Authority:</b>	<a href="#">JFTR, Volume 1</a>  <a href="#">JTR, Volume 2</a>  Authority references must be customized according to the claim for reimbursement by the submitting activity.	Joint Federal Travel Regulations for PCS  Joint Travel Regulations for PCS  Submitting activity must provide payment authority
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33) or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1034. <b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1034.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by		

receipts/invoices.

**Voucher Preparation:** See Page 9 of this guidebook for general instructions.

**Condition for Payment:** Approval for payment by the Certifying Officer.

**Not Payable:** Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.

**Appropriations:** As stated in the agreement or obligation documents.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">NTSV</a>	<b>Non-Temporary Storage (NTS) of Household Goods (HHG)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payments for storage of military and civilian HHG performed in conjunction with permanent change of station (PCS), military retirement, etc.		
<b>Description:</b> Non-Temporary Storage (NTS) is long-term HHG storage in lieu of transportation. It is sometimes referred to as "extended storage" or "permanent storage." NTS is associated with storage of HHG that exceeds 120 days.		
<b>Examples:</b> NTS is most often used for military or civilian members going overseas who cannot take all of their goods with them, for those who are being sent to a temporary duty station without a subsequent permanent duty station established yet, or for military service members who are leaving service and have not decided where their home will be after they leave service. After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent		
<b>Authority</b>	<a href="#">JFTR, Volume 1, Chapter 5, Part D, paragraph U5380</a> <a href="#">37 USC 406</a>  <a href="#">JTR, Volume 2, Chapter 5, Part D, paragraph C5195</a>  <a href="#">DoD FMR Volume 10, Chapter 13</a>  <a href="#">5 USC 5724</a>   <a href="#">20 USC 905(a)</a>	Non-temporary Storage  Travel and transportation allowances: dependents; baggage and household effects  Non-temporary Storage  Commercial Transportation Payments  Travel and transportation expenses of employees transferred; advancement of funds; reimbursement on commuted basis   Quarters, quarters allowances, and storage
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 30 Day Prompt Payment Terms	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33) or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	

<b>Supporting Documents (retained by Certifying Officer)</b>	Original invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document: or SF 1034 containing certificate of performance signed by both the contractor and the Ordering Officer. <a href="#">DD Form 1164</a> , Service Order for Personal Property. <a href="#">DD Form 1299</a> , Application for Shipment and/or Storage of Personal Property.
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1034. <b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1034.
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.	
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.	
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.	
<b>Appropriations:</b> As stated in the agreement or obligation document. <b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).	

<a href="#">PATV</a>	<b>Patents, Copyright, and Designs</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Copyrights, patents, designs, and manufacturing data.		
<b>Description:</b> Appropriated funds available for acquiring material may be used to acquire copyrights, patents, designs, and manufacturing data.		
<b>Examples:</b> Copyrights, patents, and applications for patents. Licenses under copyrights, patents, and applications for patents. Design, processes, and manufacturing data. Releases, before suit is brought, for past infringement of patents.		
<b>Authority</b>	<a href="#">10 USC 2386</a>  <a href="#">17 USC 504</a>  <a href="#">22 USC 2356</a>  <a href="#">28 USC 1498 (a) &amp; (b)</a>  <a href="#">35 USC 183</a>  <a href="#">35 USC 207</a>  <a href="#">FAR 28.105-2</a>	Copyrights, patents, designs, etc.; acquisition  Remedies for infringement: Damages and profits  Patents and technical information  Patent and copyright cases  Right to compensation  Domestic and foreign protection of federally owned inventions  Patent infringement bonds
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 30-day Prompt Payment terms	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034. <b>Invoice Received Date</b> (Invoice RCVD): Date of SF 1034. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 evidenced by authorized Certifying Officer signature. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 evidenced by authorized Certifying Officer signature.	
<b>Amounts Payable:</b> Certifying Official may approve and certify payment for reasonable amounts.		

**Voucher Preparation:** See Page 9 of this guidebook for general instructions.

**Condition for Payment:** Approval for payment by the Certifying Officer.

**Not Payable:** Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">POLV</a>	<b>Ancillary Charges Associated with Fuel Cards</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payments for non-fuel charges associated with fuel cards.		
<b>Description:</b> Payments for non-fuel charges associated with the FLEET, AIR, and SEA cards.		
<b>Examples:</b> Servicing of an aircraft, cleanup of fuel spillage, egress to the aircraft. Authorized ancillary charges of the AIR Card may include, but are not limited to, callout fees; flowage fees; taxes (as applicable); aircraft housekeeping (trash, lavatory, water, etc.); aircraft landing fees; aviator breathing oxygen; de-icing service; de-fuel and re-fuel service; ground equipment fees (stairs, auxiliary power, etc.); hydraulic fluids; parking fees and ramp fees; security services; block/slot time fees; supplies, maps, and navigational aids; and other products and service directly related to aircraft support and associated mission requirements.		
<b>Authority</b>	<a href="#">DoD 4140.25-M</a>	Government Fuel Card Program Management Office –DoD Fleet Card, Air Card, and Sea Card
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified, amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the agreement or obligation document.		

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">PRLV</a>	<b>Professional Liability Insurance</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payment for professional liability insurance.		
<b>Description:</b> Payments to insurance company for qualified individuals for Professional Liability Insurance.		
<b>Examples:</b> Agency employee whose position is that of a law enforcement officer, supervisor, or management official, including members of the Senior Executive Service, may submit a claim for payment to insurance providers.		
<b>Authority</b>	<p>Section 636 of the Treasury, Postal Service and General Government Appropriations Act for Fiscal Year 1997, Public Law 104-208, 110 Statute 3009-314, 3009-363, as amended by section 642 of the Treasury and General Government Appropriations Act for Fiscal Year 2000, 113 Statute 477 (<a href="#">5 USC Chapter 59</a>),</p> <p><a href="#">DoD FMR Volume 10, Chapter 12</a></p> <p>Public Law 106-567, Title IV, § 406, Dec. 27, 2000, 114 Statute 2849, as amended by <a href="#">Public Law 107-108</a>, Title IV § 404, Dec. 28, 2001, 115 Statute 1404</p>	<p>Payment to insurance provider relating to professional liability insurance</p> <p>Professional Liability Insurance</p> <p>Eligibility of additional employees for payment to insurance provider relating to professional liability insurance</p>
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034 authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document. Insurance provider must register in System for Award Management (SAM).	
<b>Required Dates</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Date stamp of designated certifying office, or invoice date if date stamp is missing.</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated certifying office, or date of invoice.</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgment</b></p>	

	<p><b>Date (MDSE DEL):</b> Date of authorized Certifying Officer's signature.</p> <p><b>Finalized Acceptance (MDSE ACCPT):</b> Date of authorized Certifying Officer's signature.</p>
<p><b>Amounts Payable:</b> Payment to insurance provider for qualified employees for the purchase of professional liability insurance in an amount up to \$150 or one-half the cost of the premium per year, whichever is less. Approving officials may approve payment supported by receipts/invoices.</p>	
<p><b>Voucher Preparation:</b> The authorized Certifying Officer prepares an SF 1034. See Page 9 of this guidebook for general instructions.</p>	
<p><b>Condition for Payment:</b> Insurance providers will receive payment for qualified employees, law enforcement officers, supervisors, management officials, and members of Senior Executive Service, as cited in the Authority section of this instruction. Approval for payment by the Certifying Officer.</p>	
<p><b>Not Payable:</b> Reimbursements for professional liability insurance for non-appropriated fund (NAF) employees or military personnel. Amounts claimed for reimbursement but not certified, amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p><b>Appropriations:</b> As stated in the agreement or obligation document.</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p>	

<a href="#">POSV</a>	<b>Purchase of Metered Mail - Paid to Private Entity (Does not include small parcels.)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b> <i>Generally may be more appropriate for payment by GPC or contract.</i>	
<b>Short Description:</b> The purchase of metered mail services from a private entity. (Does not include small parcels, as customers will use the DoD-approved third-party payment service for transportation [currently Syncada® (PowerTrack®) process to pay for these shipments.]		
<b>Description:</b> The purchase of metered mail services from a private entity. (Does not include small parcels, as customers will use the DoD-approved third-party payment service for transportation [currently Syncada®] process to pay for these shipments.)		
<b>Examples:</b> Equipment rental and postage for metered mail.		
<b>Authority</b>	<a href="#">DoD Directive 4525.6-M</a>	Department of Defense Postal Manual
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099 Equipment rental is subject to tax reporting.	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Mail equipment rental is subject to Prompt Pay interest if paid late and in arrears.	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1034. <b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1034.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement		

and certified which exceed established limits.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">PSBV</a>	<b>Purchase and Transportation of Special Items (Blood)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payments for purchases and transportation of blood.		
<b>Description:</b> Payments for purchases and transportation of blood for persons entitled to medical treatment at government expense or for blood banks or for other scientific and research purposes in connection with the care of any person entitled to treatment at government expense.		
<b>Examples:</b> Purchase of blood from approved sources.		
<b>Authority</b>	<a href="#">24 USC 30</a>  <a href="#">DoD Directive 6000.12E</a> <a href="#">DoD Instruction 6480.4</a>  <a href="#">Army Regulation 40-3</a>  <a href="#">Joint Army Regulation 10–64</a>  <a href="#">OPNAVINST 6700.2</a>  <a href="#">AFR 160–29</a> <a href="#">MCO 5420.18A</a>	Payments to donors of blood for persons undergoing treatment at Government expense  Health Services Support  Armed Services Blood Program (ASBP) Operational Procedures  Medical, Dental, and Veterinary Care  Joint Field Operating Agencies of the Office of The Surgeon General of the Army
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.	

**Amounts Payable:** Not to exceed \$50 per payment to individual. Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.

**Voucher Preparation:** See Page 9 of this guidebook for general instructions.

**Condition for Payment:** Approval for payment by the Certifying Officer.

**Not Payable:** Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

Blood supplies may be purchased with appropriated funds for persons entitled to medical treatment at Government expense.

<a href="#">PSWV</a>	<b>Purchase of Special Items (Drinking Water)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payment for purchases of drinking water.		
<b>Description:</b> Payment for purchases of drinking water when it is necessary from the Government's standpoint.		
<p><b>Examples:</b> Special drinking water may be purchased with appropriated funds only when it is necessary from the Government's standpoint, such as when:</p> <ul style="list-style-type: none"> <li>• The public water is unsafe for human consumption.</li> <li>• There is an emergency failure of the water source on the installation.</li> <li>• There is a temporary facility with no drinking water available within a reasonable distance.</li> <li>• There is no water fit for drinking purposes otherwise available to personnel without cost to the individual.</li> </ul>		
<b>Authority</b>	DoD <a href="#">FMR Volume 10, Chapter 12 Appropriations Law, Volume 1, Chapter 4</a>	Miscellaneous Payments Drinking Water (Comp Gen. Decision B-24781 (April 10, 1992))
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent.</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office.</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.</p>	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the agreement or obligation document.		

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">RENV</a>	<b>Lease and Rental Agreements</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b> <i>Generally may be more appropriate for payment by GPC or contract.</i>	
<b>Short Description:</b> Payment for the lease or rental equipment by or for the Government.		
<b>Description:</b> : Federal Entity payment for the lease or rental of equipment by or for the Government. If there was an urgent and unforeseen public necessity and if the claim is legally payable.		
<b>Examples:</b> Payment to a vendor for a leased or rented a backhoe to facilitate the emergency repair of a water main leak which is causing interrupted services to base housing facilities.		
<b>Authority</b>	<a href="#">DoD FMR Volume 10, Chapter 12</a>  <a href="#">10 USC 2667</a>	Miscellaneous Payments  Leases: Non-Excess Property of Military Departments and Defense Agencies
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099 If payments are to federal, state, or local government, they are not reported.	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30.	
<b>Obligating Documents</b>	Certified SF 1034; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1034. <b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated	

	on SF 1034.
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.	
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.	
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.	
<b>Appropriations:</b> As stated in the agreement or obligation document.	
<b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).	

<a href="#">RLPV</a>	<b>Rewards for Recovery of Lost DoD Property</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Rewards for Recovery of Lost DoD Property.		
<b>Description:</b> Payment of rewards may be made to persons or organizations for the return of lost property or information leading to its recovery. Commanders may offer rewards for recovery of lost property.		
<b>Examples:</b> Payment of a reward to an individual who reported the location of lost DoD property.		
<b>Authority</b>	<a href="#">10 USC 2252</a>	Rewards: Missing Property
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 30-day Prompt Payment terms	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; copy of transportation carrier's invoice; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	A copy of the offer of reward, and a statement by the Commanding Officer or designated representative that the conditions for payment of reward have been met, invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (Invoice RCVD): Billing statement availability date. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Billing statement date. <b>Finalized Acceptance</b> (MDSE ACCPT): Billing statement date.	
<b>Amounts Payable:</b> Certifying Official may approve and certify payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the authorized Certifying Officer, provided that: The persons or organizations know that a reward is being offered or that it is general practice to offer rewards for the return of particular DoD property or information leading to its recovery.  Payment is not inconsistent with local laws, prevailing customs or practices, treaties, or international agreements.		
<b>Not Payable:</b> A member of the U.S. Armed Forces, an officer, employee, or agency of the U.S. Govern-		

ment. Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

Rewards should be paid from the current funds available of the activity concerned.

<a href="#">THHV</a>	<b>Transportation for Local Move or Local Delivery out of HHG Only (In/Out-Bound Local Moves)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payment for local movement of personal property/HHG and/or local delivery out from storage-in-transit (SIT)		
<b>Description:</b> Payment for local movement of personal property/ HHG and/or local delivery out from SIT. These payments are for transportation services other than Government bill of lading (GBL) or commercial bill of lading (CBL).		
<b>Examples:</b> Payments to a local carrier to move personal property out from SIT.		
<b>Authority</b>	<a href="#">JFTR, Volume 1, paragraph U4770</a>	Storage in Transit (SIT)
	<a href="#">JTR, Volume 2, paragraph C5190</a>	Storage in Transit (SIT)
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034, copy of carrier's invoice, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034. <b>Invoice Received Date</b> (Invoice RCVD): Date stamp of designated billing office or authorized Certifying Officer's signature date. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 authorized Certifying Officer's signature date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 authorized Certifying Officer's signature date.	
<b>Amounts Payable:</b> Certifying Official may approve and certify payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the authorized Certifying Officer.		
<b>Not Payable:</b> Reimbursements for do-it-yourself moves. Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the agreement or obligation document.		
<b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all ap-		

ropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">TRNV</a>	<b>Training and Education Expenses – Paid to Non-Federal Entity (Non-Contract)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payments to a vendor for training and education expenses.		
<b>Description:</b> Payments for tuition and other authorized education expenses (e.g., books, library, and laboratory services). The training must be a regularly scheduled, off-the-shelf course, training conference, or instructional service that is available to the general public and priced the same for everyone in the same category (e.g., price per student, course, program, service, or training space). The training officer (or the employee development officer) may authorize the actions summarized in this template. These actions do not involve the contracting functions.		
<b>Examples:</b> Training courses, training conferences, instructional services, and related books, library fees, and laboratory services.		
<b>Authority</b>	<a href="#">5 USC 4109</a>	Expenses of training
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099 (But 1099 will not be issued to state-owned colleges or universities.)	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	The SF 182, Request, Authorization, Agreement, Certification of Training and Reimbursement, is the authorized form to request, authorize, fund, certify, reimburse, and evaluate DoD civilian training or Certified SF 1034; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034, SF182 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 182 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 182 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 182 Certifying Officer date.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices. The total price of training authorized by the use of SF 182 may not exceed \$25,000.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions. Advance Payment: Advance payment of tuition and other expenses is authorized either when the training facility renders or refuses to render a billing, or advance payment is indicated in the SF 182. The public voucher will identify the training facility by name and address and indicate the amount and serial number of the check drawn to the facility for the advance of tuition, as well as the amount and serial number of the check drawn to the		

trainee for purchase of books, library, and laboratory services. The original and two reproduced copies (front and back) of the Agency Finance/Disbursing copy of the SF 182 must be submitted to the disbursing office to support payment of the advance. The original Agency Finance/Disbursing copy of the SF 182 is endorsed by the Disbursing Officer to reflect the advance payment and is transmitted with the check to the trainee.

Liquidation of Advance: Within five workdays after completion of the training, the trainee prepares an SF 182 certifying completion of the training. The disbursing office liquidates the advance payment.

**Condition for Payment:** Approval for payment by the Certifying Officer.

**Not Payable:** Prohibitions against the payment of tuition or other expenses for training are outlined in Federal Personnel Manual (FPM) 410.4, 410.5, 410.6, 410.7 and 410.8 and Civilian Personnel Instructions (CPI) 410.4, 5, 6, 7, 8, and 10. Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">UTIV</a>	<b>Utility Payments</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Utility payments.		
<b>Description:</b> Payment of cable, gas, water, sewage, and electric billing statements.		
<b>Examples:</b> Bill from Washington Power Company.		
<b>Authority</b>	<a href="#">5 CFR 1315-1</a> <a href="#">FAR Subpart 32.905</a>	Prompt Payment Prompt Payment—Payment Documentation and Process
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Governed by either Prompt Payment Act or local tariffs. When local tariffs are applicable, late-payment fees/charges must be paid when payment is made after payment due date.	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified, amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the agreement or obligation document.		
<b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all ap-		

ropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">VETV</a>	<b>Veterinary Services for Contingency and/or Emergency Conditions</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Non-federal entity payment</b>	
<b>Short Description:</b> Payment for non-routine veterinary services performed in support of public health for contingency and/or emergency conditions.		
<b>Description:</b> Payment for non-routine veterinary services performed in support of public health for contingency and/or emergency conditions.		
<b>Examples:</b> Veterinarians who are tasked to perform non-routine public health inspections or direct animal medicine in support of public health for contingency and/or emergency conditions.		
<b>Authority</b>	<a href="#">10 USC 401</a>	Humanitarian and Civic Assistance Provided in Conjunction with Military Operations
<b>Program Guidance:</b>	<a href="#">DoDD 6400.4</a>	DoD Veterinary Services Program
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cash Management Rule</b>	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the agreement or obligation document.		
<b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all ap-		

appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">WITV</a>	<b>Witness Fees</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Payment to Non-Federal Employees</b>	
<b>Short Description:</b> Payment of fees to non-federal employees while serving as a witness in court or administrative proceedings.		
<b>Description:</b> Witness Fees apply to non-federal employees who are paid fees and allowances while serving as a witness in legal proceedings.		
<b>Examples:</b> A non-federal employee subpoenaed for any legal proceedings shall be paid an attendance fee at the rate allowed per legal guidance per day for each day's attendance. Travel allowance equal to the mileage allowance or travel by common carrier will be paid via witness travel claim.		
<b>Authority</b>	<a href="#">28 USC 1821</a>  <a href="#">32 CFR 534.3</a>	Per diem and mileage generally; subsistence Allowable expenses for witnesses
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	SF 1156, claims for witness attendance fees, invitational travel orders, invoice and receipts if applicable, certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1156, SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (retained by Certifying Officer)</b>	SF 1156, invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing)</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.</p>	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		

**Not Payable:** Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.

**Appropriations:** As stated in the Agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

# EMPLOYEE REIMBURSEMENTS

<a href="#">ADPE</a>	<b>Adoption Expenses</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement (Service Members)</b>	
<b>Short Description:</b> Provides for reimbursement of adoption expenses incurred by a Service member when the adoption is finalized.		
<b>Description:</b> Provides for reimbursement of allowable adoption expenses incurred by a Service member when the adopted child is less than 18 years of age. A Service member may be reimbursed up to \$2,000 per adoption with a maximum of \$5,000 per calendar year. Adoption expenses include, for example, public and private agency fees, placement fees, legal fees, medical expenses for the child, the biological mother and the adopting parents, temporary foster care, and other related expenses. Travel costs are not reimbursed. The adoption must have been arranged by either a qualified adoption agency or other source authorized to place children for adoption under state or local law. The reimbursement request must be filed no later than one year after the adoption is finalized.		
<b>Examples:</b> Service member adopts one child through a qualified adoption agency and the adoption is finalized. Service member completes DD Form 2675, attaches required receipts, and submits IAW service procedures. Certified 2675 forwarded to servicing DFAS-Center for review and payment by Direct Deposit/Electronic Funds Transfer.		
<b>Authority</b>	<a href="#">10 U.S.C. 1052</a>  <a href="#">DODI 1341.09</a>  <a href="#">DoD FMR, Vol. 7A, Appendix A</a>  <a href="#">OPNAVINST 1754.4</a>	General Military Law Miscellaneous Rights And Benefits  DOD Adoption Reimbursement Policy  Reimbursement of Adoption Expenses  Navy Adoption Reimbursement Policy
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Document</b>	<a href="#">DD Form 2675</a> , Reimbursement Request for Adoption Expenses	

<b>Supporting Documents (retained by certifying officer)</b>	DD Form 2675, Reimbursement Request for Adoption Expenses. Additional supporting documentation required in accordance with Service specific regulations. For example; Final court order, all receipts marked "paid", and all canceled checks. All documents originating from a state or other authorized adoption agency must be certified as true copies of the original by the member's legal office or commanding officer. In all cases where the original document is filed with the court, a copy of the adoption order, certified by the Clerk of Courts, must be submitted.
<b>Required Dates:</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing)</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.</p>
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions (Page 3 of DD 2675, Application Processing Instructions)	
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer	
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.	
<p><b>Appropriations:</b> As stated in the Agreement or obligation document.</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p>	

<a href="#">CCAЕ</a>	<b>Civilian Clothing Allowance</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Allowance for civilian employee job-related clothing or uniforms.		
<b>Description:</b> Civilian uniform allowances. Payments for clothing allowances approved for civilians to complete job-related functions and for civilian uniform allowances. <b>(See references for annual limitations)</b>		
<b>Examples:</b> Fire fighters, security personnel.		
<b>Authority</b>	<a href="#">10 USC 1593</a> <a href="#">5 USC 7903</a> <a href="#">5 CFR 591.103</a> <a href="#">DoD FMR Volume 10, Chapter 12</a>	Uniform allowance: civilian employees Protective clothing and equipment Governmentwide maximum uniform allowance rate Miscellaneous Payments
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	Certified SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1034. <b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1034.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		
<b>Appropriations:</b> As stated in the agreement or obligation document.		

**Standard Financial Information Structure (Civilian):** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

The payment will be charged to the same appropriation and subsidiary accounting data normally charged for the salary of the personnel concerned.

<a href="#">DSSE</a>	<b>Miscellaneous Expenses to Defense Security Service (DSS) Agents</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Miscellaneous expenses to DSS agents.		
<b>Description:</b> Reimbursement of miscellaneous expenses to DSS agents for investigative costs.		
<b>Examples:</b> Investigative costs such as parking fees, police and court record checks, transcripts, photographs, or miscellaneous investigative fees. The DSS Headquarters provides the servicing entitlement office its accounting classification for reimbursements. Such authority will be cited on the claim for reimbursement.		
<b>Authority</b>	<a href="#">DSS Headquarters</a>  <a href="#">Executive Order 12829</a>  <a href="#">10 USC 127</a>  <a href="#">DoD Directive 5105.42</a> <a href="#">Army Regulation 20-1</a>	<b>Authority will be cited on the claim for reimbursement. (See DoD FMR Volume 10, Chapter 11).</b>  National Industrial Security Program Emergency and extraordinary expenses  Defense Security Service (DSS) Inspector General Activities and Procedures
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	SF 1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8..	
<b>Payment Request Documents</b>	Certified SF 1164 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33). Also see DoD FMR Volume 10, Chapter 11.	
<b>Supporting Documents (retained by Certifying Officer)</b>	Receipts for expense items over \$75. Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1164 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1164 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1164 Certifying Officer date.	

**Amounts Payable:** Reimbursement for actual expenses. Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.

**Voucher Preparation:** The claimant prepares an SF 1164 and puts the following statement on the voucher: "I certify this claim is true and correct. There was an unforeseen and urgent reason to spend my funds, and I have not received credit or payments." See Page 9 of this guidebook for general instructions.

**Condition for Payment:** Approval for payment by the Certifying Officer.

**Not Payable:** Items over \$75 with no receipt, or anything the approving authority deems to be inappropriate. Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

The payment will be charged to the activity's operations and maintenance funds citation provided by Defense Criminal Investigative Service Headquarters.

<a href="#">EEOE</a>	<b>Employment-Related Judgments and Settlements</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Payment for employment-related judgments and settlements to employees.		
<b>Description:</b> Payment for settlement agreements to employees may include compensatory damages as well as costs incurred in processing the complaint. Attorney fees and other costs may be awarded pursuant to a no-fault settlement agreement, an informal adjustment, a decision of the service director of the EEOC, the EEOC, the Merit Systems Protection Board, an arbitrator, a Federal court, or other appropriate authority.		
<b>Examples:</b> Costs incurred in processing discrimination complaints to employees may include attorney fees, other related attorney expenses, and a potential expense of up to \$300,000 compensatory damages liability for claims of intentional discrimination under the Civil Rights Act of 1991.		
<b>Authority</b>	<a href="#">5 CFR 1201</a> <a href="#">29 CFR Chapter XIV</a>	Merit Systems Protection Board Equal Employment Opportunity Commission
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state) Subject to withholding if payment is for employment compensation such as back pay (the payments will be made through civilian pay).	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099 If the payment is made directly to the attorney or is issued jointly to the attorney and the complainant, the payment also must be reported on Forms 1099-MISC that are issued to the attorney (1099 box 14) and to the complainant (1099 box 3).	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Settlement agreement, Federal court order, or Federal administrative order, Certified SF 1034 authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Settlement agreement, Federal court order, or Federal administrative order. Settlement agreements must state what the payment represents; e.g., compensatory damages, attorney fees, back pay, etc. Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of settlement agreement or SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgment Date</b> (MDSE DEL): SF 1034 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer	

	date.
<p><b>Amounts Payable:</b> As stipulated in the settlement agreement, Federal court order, or Federal administrative order. Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.</p>	
<p><b>Voucher Preparation:</b> After review and approval of the award letter by the legal counsel, prepare an SF 1034, supported by the award letter and approval, made jointly payable to the complainant and the complainant's representative. Requests to make actual payments are initiated by the EEO manager of the legal office. A separate SF 1034 must be issued for each person receiving payment. The SF 1034 must indicate whether the payment is taxable and which portion. The SF 1034 must contain the TIN, formal claimant's name (e.g., "Robert W. Smith" rather than "Bob Smith") or the formal business name (e.g., "Great Lakes Express" rather than "GLE") and the mailing address or EFT information. See Page 9 of this guidebook for general instructions.</p>	
<p><b>Condition for Payment:</b> As stated in the settlement agreement, Federal court order, or Federal administrative order. The chief EEO manager reviews and approves all EEOC billings and any related SF 1034s before payment by the disbursing office. Approval for payment by the Certifying Officer.</p>	
<p><b>Not Payable:</b> Amounts claimed but not authorized in the settlement agreement, Federal court order, or Federal administrative order. Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p><b>Appropriations:</b> As stated in the agreement or obligation document.</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p> <p>All costs and expenses associated with these complaints are funded by the activity where the alleged discrimination took place, using operating funds current at the time the services are requested. The EEOC will bill this activity for any authorized and required expenses. Cite local operating funds current when the employee or employee's representative is notified of the amount payable on the claim for attorney fees and cost. In addition, rules under 29 CFR 1614 for reinvestigations that became effective on 1 October 1992 may apply. Interest payments (when permitted by statute) are to be charged to funds current when the award is made. The rate used is established by the Internal Revenue Service (IRS). Note: This IRS rate is not the same as that used for interest under the Prompt Payment Act.</p>	

<a href="#">FIME</a>	<b>Funeral, Interment, &amp; Mortuary Expenses</b>	
<b>Reimbursement Type:</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Provide for payment of Funeral, Interment, & Mortuary Expenses incurred by a military member's next of kin and is an allowable reimbursement expense prescribed by Military Service Regulation.		
<b>Description:</b> Specific Service Regulations authorize and prescribe the services and expenses for the care and disposition of deceased personnel. Payment for services, supplies, and transportation, or for expenses incurred by the next of kin, is authorized as prescribed by 10 USC 1482.		
<b>Examples:</b> Specific Service Regulations identify mortuary benefits, specific amounts payable for reimbursable items, and appropriate funding sources (lines of accounting) that are to be used in determining reimbursable costs. The specific benefits are complex and varied therefore it is imperative that Commanders and Certification Officials adhere to provisions of their Service Regulations for guidance prior to authorizing and/or approving reimbursements for Funeral, Interment, and Mortuary Expenses.		
<b>Authority</b>	<a href="#">10 USC 1482</a>  <a href="#">DoD FMR Vol 10, Ch 11, Para 110217</a>  <a href="#">Army Regulation 600-8-1, 600-25, and FM 22-5</a>  <a href="#">NAVMEDCOMINST 5360.1</a>	Expenses Incident to Death  Payment as Reimbursement for Personal Expenditures  Casualty Program  Decedent Affairs Manual
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No PPA Interest is not payable for payments made as reimbursements to military or civilian employees	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	<a href="#">DD Form 1375</a> (Request for Payment of Funeral and/or Internment Expenses), Certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Document</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (retained by certifying officer)</b>	DD Form 1375, Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates:</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing) <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164/SF 1034 or	

	<p>use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.</p>
<p><b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.</p>	
<p><b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.</p>	
<p><b>Condition for Payment:</b> Approval for payment by the Certifying Officer.</p>	
<p><b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p><b>Appropriations:</b> As stated in the Agreement or obligation document.</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p>	

<a href="#">FLPE</a>	<b>Fees, Licenses &amp; Permits</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Claims by employees for fees, licenses and permits.		
<b>Description:</b> Employees may request reimbursement for authorized expenditures for fees, licenses and permits required for the performance of their duties which were paid from personal funds. They will be reimbursed if the underlying expense was authorized or if there was an urgent and unforeseen public necessity and if the claim is legally payable.		
<b>Examples:</b> Expenses for employees to obtain professional credentials and certifications, state-imposed and professional licenses, Medical Personnel Professional Specialty Board Examinations, and Notary Public license fees.		
<b>Authority</b>	<a href="#">5 USC 5757</a> <a href="#">5 USC 5945</a>	Payment of expenses to obtain professional credentials Notary public commission expenses
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing)</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.</p>	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement		

and certified which exceed established limits.

**Appropriations:** As stated in the Agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">GIFE</a>	<b>Gifts</b>
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>
<b>Short Description:</b> Reimbursement to an employee for expenses associated with the purchase of an official gift using personal funds.	
<b>Description:</b> Reimbursement to an employee for expenses associated with the purchase of an official gift using personal funds.	
<b>Examples:</b> Reimbursing an employee who purchased an official gift.	
<b>Authority:</b>	<a href="#">DoDI 7250.13</a>  <a href="#">OSD Memorandum July 28, 2010</a>
	Use of Appropriated Funds for Official Representation Purposes  Official Representation Funds
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.
<b>Obligating Documents</b>	Certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.
<b>Required Dates</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing)</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgment Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.</p>
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices. Please refer to "Authority" section for spending limitations.	
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.	
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.	
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.	

**Appropriations:** As stated in the Agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">LGLE</a>	<b>Legal Claims</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Payment of claims approved by a settlement authority under any one of a variety of claims acts.		
<b>Description:</b> Claims under a variety of Federal statutes are processed and approved by certain settlement authorities based on their delegated authority to settle that type and amount of claim. Persons who have been designated to approve or disapprove claims cognizable under these statutes and the regulations governing preparation, submission, adjudication, and payment of the claims can be obtained from local office of counsel or judge advocate office. Settlement authorities at all levels will pay claims by the most efficient means. Sometimes this means forwarding a voucher to DFAS or using another electronic system. Sometimes emergency cash payments are made. Claims approved by other designees are forwarded to the local disbursing office that serves the approving authority for preparation and payment of the public voucher.		
<b>Examples:</b>		
<b>Authority</b>	<a href="#">28 USC 1346(b), 2671, 2680</a> <a href="#">31 USC 3721b</a>  <a href="#">10 USC 2733</a>  <a href="#">32 USC 715</a>	Federal Tort Claims Act  Claims of personnel of agencies and the District of Columbia government for personal property damage or loss  Property loss; personal injury or death: incident to noncombat activities of Department of Army, Navy, or Air Force  Property loss; personal injury or death: activities under certain sections of this title
<b>Tax Withholding</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> FITW <input checked="" type="checkbox"/> FICA <input checked="" type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Settlement agreement, court order, and/or memorandum. Certified SF 1034 authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Settlement agreement, court order, and/or memorandum, Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Date of SF 1034 or electronic equivalent. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing	

	<p>office.</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1034 Certifying Officer date.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): SF 1034 Certifying Officer date.</p>
<p><b>Amounts Payable:</b> The Secretary of Defense or designee is authorized to pay claims against the United States for money damages of the following (these amounts are generally true—the settlement authority alone is responsible for determining appropriateness of payment):</p> <p>\$2,500 or less under the Federal Tort Claims Act (28 USC 1346(b), 2671, 2680). Amounts over \$2,500 are paid from the Department of the Treasury Judgment Fund.</p> <p>\$40,000 or less for a normal claim, and up to \$100,000 for emergency evacuation or extraordinary circumstances under the Personnel Claims Act (31 USC 3721b).</p> <p>\$100,000 or less under the Military Claims Act (10 USC 2733). Amounts over \$100,000 are paid from the Department of the Treasury Judgment Fund.</p> <p>\$100,000 or less under the National Guard Claims Act (32 USC 715). Amounts over \$100,000 are paid from the Department of the Treasury Judgment Fund.</p> <p>Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.</p>	
<p><b>Voucher Preparation:</b> Claims under the Federal Tort Claims Act and other non-contractual claims that have been approved by the Secretary of a Military Department, or by designated approving authorities in the office of counsel or judge advocate general, are sent to the appropriate DFAS center or local disbursing office for preparation and payment of the public voucher. Claims approved by other designees are forwarded to the local disbursing office that serves the approving authority for preparation and payment of the public voucher.</p> <p>See Page 9 of this guidebook for general instructions.</p>	
<p><b>Condition for Payment:</b> As stipulated in the settlement agreement or Federal Court order. Approval for payment by the Certifying Officer.</p>	
<p><b>Not Payable:</b> Amounts claimed but not authorized in the settlement agreement or Federal court order; amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p><b>Appropriations:</b> As stated in the agreement or obligation document.</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p> <p>In most instances payment is charged to the activity's operations and maintenance, unless a special fund is established.</p>	

<a href="#">MEDE</a>	<b>Medical Services Provided by Civilian Non-Federal Sources</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Reimbursement for medical services provided by civilian non-federal sources for examinations to determine an employee's fitness for duty.		
<b>Description:</b> Reimbursement for medical services provided by civilian non-federal sources for examinations to determine an employee's fitness for duty as authorized by the commanding officer or military MTF approving authority.		
<b>Examples:</b> Reimbursement for medical services provided by civilian non-federal sources for examinations to determine an employee's fitness for duty.		
<b>Authority</b>	<a href="#">10 USC, Chapter 55</a>  DoD <a href="#">FMR Volume 10, Chapter 12</a>	Civilian Health and Medical Program of the Uniformed Services (TRICARE)  Miscellaneous Payments
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1164; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1164 (see DoDFMR Volume 10, Chapter 11) or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164 if invoice date is missing). <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164. <b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> The claimant prepares an SF 1164. If a voucher other than SF 1164 is used, the claimant includes the following certification: "I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me." See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement		

and certified which exceed established limits.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

The funds charged will be the operating funds of the MTF that made the referral.

<a href="#">MWRE</a>	<b>Morale, Welfare, Recreation, and General Entertainment Expenses</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Reimbursement of approved expenses for morale and welfare services.		
<b>Description:</b> Reimbursement of approved expenses for morale and welfare services.		
<b>Examples:</b> PCS lodging expenses paid to employee for personnel and/or dependents because on-base housing was not available upon arrival.		
<b>Authority</b>	<a href="#">JFTR, Volume 1</a>  <a href="#">JTR, Volume 2</a>  <i>Authority references must be customized according to the claim for reimbursement by the submitting activity.</i>	Joint Federal Travel Regulations for PCS moves.  Joint Travel Regulations for PCS moves  Employee must submit claim to approving activity for reimbursement.
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30.	
<b>Obligating Documents</b>	Certified SF 1164; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1164 (see DoD FMR Volume 10, Chapter 11) or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164 if invoice date is missing). <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgment Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164. <b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164.	
<b>Amounts Payable:</b> Reimbursement must be for item authorized to be paid from appropriated funds. Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> The claimant prepares an SF 1164. If a voucher other than SF 1164 is used, the		

claimant includes the following certification: "I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me." See Page 9 of this guidebook for general instructions.

**Condition for Payment:** Reimbursement must be for item authorized to be paid from appropriated funds. Approval for payment by the Certifying Officer.

**Not Payable:** Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits. Reimbursement for items or services to be paid from NAF may not use the miscellaneous payment process.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">NTSE</a>	<b>Non-Temporary Storage (NTS) of Household Goods (HHG)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> A reimbursement to employees for an expense incurred in conjunction with permanent change of station (PCS), military retirement or a contingency operation for the storage of military or civilian HHG.		
<b>Description:</b> Non-Temporary Storage (NTS) is long-term HHG storage in lieu of transportation. It is sometimes referred to as "extended storage" or "permanent storage." NTS is associated with storage of HHG that exceeds 120 days.		
<b>Examples:</b> NTS is most often used for military or civilian members going overseas who cannot take all of their goods with them, for those who are being sent to a temporary duty station without a subsequent permanent duty station established yet, or for military service members who are leaving service and have not decided where their home will be after they leave service or for disaster type situations. Another situation is when a military member passes and the spouse pays the storage company. After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent		
<b>Authority</b>	<a href="#">5 USC 5724</a>  <a href="#">37 USC 476</a>  <a href="#">JFTR, Volume 1, paragraph U5320</a> <a href="#">JTR, Volume 2, Chapter 5, Part D</a>  <a href="#">DoD FMR Volume 9, Chapter 6</a>	Travel and transportation expenses of employees transferred; advancement of funds; reimbursement on commuted basis  Travel and transportation allowances: dependents; baggage and household effects  Non-temporary Storage  Non-temporary Storage  Non-temporary Storage and Local Drayage of Household Goods
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state) NOTE: Temporary storage for civilians between 31-180 days is taxable	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	

<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.
<b>Required Dates</b>	<p><b>Invoice Submitted Date (Invoice Date):</b> Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing)</p> <p><b>Invoice Received Date (INV RCVD):</b> Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date (MDSE DEL):</b> Date of delivery or service indicated on SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance (MDSE ACCPT):</b> Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.</p>
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices. The member/employee is liable for excess cost associated with the shipment/NTS for excess weight.	
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.	
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.	
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.	
<p><b>Appropriations:</b> As stated in the agreement or obligation document.</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p>	

<a href="#">PATE</a>	<b>Patents, Copyrights, and Designs</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Claims by employees for patents, copyrights, designs, processes and manufacturing data which were developed prior to employment.		
<b>Description:</b> Appropriated funds available for acquiring material may be used to acquire patents, copyrights, and applications for patents, design, processes, and manufacturing data when it benefits the Department.		
<b>Examples:</b> An employee has copyrights, prior to employment for a systems related training manual to be used by various Components.		
<b>Authority:</b>	<a href="#">10 USC 2386</a>	Patents, Copyrights, and Designs
<b>Tax Withholding</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> FITW <input checked="" type="checkbox"/> FICA <input checked="" type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office(see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11; or any other DoD and Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement (patents, copyrights, designs, processes and manufacturing data), receipts, an approved purchase or entitlement authorization, and certification of funds document.	
<b>Required Dates</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1034/SF 1164 if invoice date is missing)</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1034/SF 1164 or use invoice date if delivery date is not entered on SF 1034/SF 1164.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1034/SF 1164 or use invoice date if acceptance date is not entered on the SF 1034/SF 1164.</p>	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.		

**Appropriations:** As stated in the Agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">PRLE</a>	<b>Professional Liability Insurance</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Payment for professional liability insurance.		
<b>Description:</b> Payments to qualified individuals for reimbursement of professional liability insurance.		
<b>Examples:</b> Agency employee whose position is that of a law enforcement officer, supervisor, or management official, including members of the Senior Executive Service.		
<b>Authority</b>	<p>Section 636 of the Treasury, Postal Service and General Government Appropriations Act for Fiscal Year 1997, Public Law 104-208, 110 Statute 3009-314, 3009-363, as amended by section 642 of the Treasury and General Government Appropriations Act for Fiscal Year 2000, 113 Statute 477 (5 USC note prec. 5941), <a href="#">DoD FMR Volume 10 Chapter 12</a></p> <p>Public Law 106-567, Title IV, § 406, Dec. 27, 2000, 114 Statute 2849, as amended by <a href="#">Public Law 107-108</a>, Title IV § 404, Dec. 28, 2001, 115 Statute 1404</p>	<p>Payment to insurance provider relating to professional liability insurance</p> <p>Eligibility of additional employees for payment to insurance provider relating to professional liability insurance</p>
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1164 authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1164 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice or receipts as proof of payment for professional liability insurance policy and documentation to support the total annual premium.	
<b>Required Dates</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Date of Invoice (Use prepared date of SF 1164)</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated certifying office or date of certification authorized by Certifying Officer's signature.</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date indicated on SF 1164 by claimant signature.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date indicated on SF 1164 by claimant signature.</p>	

**Amounts Payable:** Payment will reimburse qualified employees for the purchase of professional liability insurance in an amount up to \$150 or one-half the cost of the premium per year, whichever is less. Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.

**Voucher Preparation:** The claimant prepares an SF 1164 and secures required signatures by Approving Official and authorized Certifying Official. See Page 9 of this guidebook for general instructions.

**Condition for Payment:** Qualified employees, law enforcement officers, supervisors, management officials, and members of Senior Executive Service, as cited in the Authority section of this instruction. Approval for payment by the Certifying Officer.

**Not Payable:** Reimbursements for professional liability insurance for non-appropriated fund (NAF) employees or military personnel. Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">RENE</a>	<b>Lease and Rental Agreements</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Reimbursement to Federal Employees for lease or rental property and/or equipment locally for a few hours by or for the Government using personal funds.		
<b>Description:</b> Federal Entity payment for the lease or rental of property and/or equipment locally for a few hours by or for the Government using personal funds, if there was an urgent and unforeseen public necessity and if the claim is legally payable.		
<b>Examples:</b> Reimbursing an employee who leased or rented a backhoe to facilitate the emergency repair of a water main leak which is causing interrupted services to base housing facilities.		
<b>Authority:</b>	<a href="#">DoD FMR Volume 10, Chapter 12</a>  <a href="#">10 USC 2667</a>	Payment As Reimbursement For Personal Expenditures  Leases: Non-Excess Property of Military Departments and Defense Agencies
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing)</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgment Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.</p>	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		

**Not Payable:** Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.

**Appropriations:** As stated in the Agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<b>RERE</b>	<b>Room and Board for Dependent Children</b>	
<b>Reimbursement Type:</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Reimbursement of the cost of room and board to sponsors of dependent children when they require room and board away from their domicile.		
<b>Description:</b> In limited circumstances cited in 5 USC 5924, the cost of room and board is reimbursable to sponsors of dependent children when dependent children require room and board away from their domicile (not within commuting distance). The DoD Dependent School system coordinates the placement of the students in local public private schools, or if unavailable, in boarding schools. See the Department of Defense Education Activity (DODEA) Regulation 1342.13 for more information regarding eligibility requirements for education of dependent children in overseas areas or attendance at non-DoD schools.		
<b>Examples:</b> When DODEA has authorized a dependent child to attend a boarding school because there aren't DoD Schools or adequate English-speaking international private day schools within commuting distance. When a military member is a military attaché to the US Embassy where there is no DODEA school or the local school system is not adequate for the member's children's educational needs, the member can apply for reimbursement of boarding school fees for the member's dependents to attend school at an alternate location.		
<b>Authority</b>	<a href="#">5 USC 5924 (4) (A)</a>  <a href="#">DOD FMR Volume 10, Chapter 11</a>  <a href="#">DODEA Regulation 1342.13</a>	Government Organizations and Employees  Payment as Reimbursement for Personal Expenditures  Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Document</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (retained by certifying officer)</b>	Certificate of performance (receipt covering the actual payment of the room and board), and a signed statement from the school superintendent or principal that room and board charge was reasonable for the area and there was not a less expensive alternative available for	

	providing adequate education at the school within the same comparable distance, invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.
<b>Required Dates:</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing)</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgment Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.</p>
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.	
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer	
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.	
<p><b>Appropriations:</b> As stated in the agreement or obligating document.</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p>	

<b>REUE</b>		<b>Title: Utility Reconnection Fees</b>
<b>Reimbursement Type:</b>		<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>
<b>Short Description:</b> Provide reimbursement to authorized personnel for reconnection fees associated with a directed move between government housing/or local off-base housing.		
<b>Description:</b> Employees are often directed to move between government housing (barracks/dormitory/base housing units) and/or local off-base housing. When this occurs the base housing office will authorize the reimbursement of utility reconnection fees. These fees include as an example, telephone, cable, etc.		
<b>Examples:</b> A member is directed to move from one barracks/dormitory to another. The individual has a personal phone line and cable service in their room. When they move to the new dormitory, there are charges by the phone and cable company for this relocation. The member is authorized to be reimbursed for these charges.		
<b>Authority</b>	<a href="#">DoD FMR Volume 10 Chapter 12,</a>  <a href="#">31 USC 1348</a> (B-187833 1977)	Miscellaneous Payments  Telephone and Installation Charges
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No PPA Interest is not payable for payments made as reimbursements to military or civilian employees	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Document</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (retained by certifying officer)</b>	Special orders, invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates:</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing) <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034. <b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		

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<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.
<b>Appropriations:</b> As stated in the Agreement or obligation document.
<b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">RSPE</a>	<b>Respite Care</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Provide for payment of rest periods for family members caring for those with disabilities.		
<b>Description:</b> Exceptional Family Member Program (EFMP) respite care is a program that provides temporary rest periods for family members responsible for the regular care of persons with disabilities. The program provides up to 40 hours of respite care monthly for EFMP enrolled families.		
<b>Examples:</b> Service member or employee has enrolled and been approved in the Exceptional Family Member Program (EFMP) to receive medical related services for special needs during assignment will be reimbursed for allowed expenses related to this program.		
<b>Authority:</b>	<a href="#">DoD Instruction 1341.12</a>  <a href="#">DoD Directive 1342.19</a>	Special Compensation for Assistance With Activities of Daily Living (SCAADL)  Family Care Plans
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Document</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (retained by certifying officer)</b>	DD Form 2792, invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	

<p><b>Required Dates:</b></p>	<p><b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing)</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.</p>
<p><b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices. See DoDI 1342.12 for cost calculations.</p>	
<p><b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.</p>	
<p><b>Condition for Payment:</b> Approval for payment by the Certifying Officer</p>	
<p><b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p><b>Appropriations:</b> As stated in the Agreement or obligation document</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p>	

<b>SUGE</b>	<b>Award for Suggestion</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b>	Award payments for suggestions, inventions, and achievements.	
<b>Description:</b>	Payments for suggestions, inventions, and achievements to military personnel as authorized by Military Service regulations. Note: Civilian suggestion awards are paid only via Civilian Payroll.	
<b>Examples:</b>	Payments for suggestions, inventions, and achievements.	
<b>Authority</b>	<a href="#">DoD 1400.25-M</a>  <a href="#">DoD 1400.25-M SubChapter 451.8.4</a>	DoD Civilian Personnel Management System, Subchapter 451, Awards  Awards to Military Members
<b>Tax Withholding</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> FITW <input checked="" type="checkbox"/> FICA <input checked="" type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1164; authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of fund availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1164 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33).	
<b>Supporting Documents (retained by Certifying Officer)</b>	Suggestion award certificate. Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Prepared date of SF 1164. <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office. <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): SF 1164 Certifying Officer date. <b>Finalized Acceptance</b> (MDSE ACCPT): SF 1164 Certifying Officer date.	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> Upon approval of an award, the Executive Secretary of the Suggestion Awards Committee prepares, certifies, and submits the SF 1164 (plus a copy of the Suggestion Award Certificate) to the disbursing office. See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement		

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and certified which exceed established limits.

**Appropriations:** As stated in the agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also, depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

<a href="#">TRA E</a>	<b>Transportation Incentive Program (TIP)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Payments to employees for transit costs incurred in their local commute to and from the workplace or designated telework center.		
<b>Description:</b> The <b>Transportation Incentive Program (TIP)</b> applies to Department of Defense (DOD) employees to help reduce their daily contribution to traffic congestion and air pollution, as well as expand their commuting alternatives. Participants must accurately claim an amount that reflects their usage rate. There is no retroactive reimbursement for the program. Payments for TIP enrollment will begin from the date organizational approval.		
<b>Examples:</b> Reimbursing a DoD employee who commutes to and from a work or a designated telework center using a “qualified means of mass transportation” (e.g. bus, light rail, and van pool) and transit fare media (passes, tokens, fare card, voucher) are not available.		
<b>Authority</b>	<a href="#">26 USC 132</a> <a href="#">5 USC 7905</a> <a href="#">Executive Order 13150</a> <a href="#">DoDI 1000.27</a>	Certain Fringe Benefits Programs to Encourage Mass Commuting Transportation Fringe Benefit Program Mass Transportation Benefit Program (MTBP)
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Obligating document will be <a href="#">DD Form 2845</a> , US DoD Mass Transportation Benefit Program Application, transit vouchers, passes; van pool receipts or other authorized Agency forms. Certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For information regarding obligations see DoD FMR Volume 3.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); Standard Form 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component’s SOPs.	
<b>Supporting Documents (retained by Certifying Officer)</b>	DD Form 2845, transit vouchers, transit passes, van pool receipts, invoice, binding agreement, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing) <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). <b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE	

	<p>DEL): Date of delivery or service indicated on SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.</p>
<p><b>Amounts Payable:</b> Approving Officials may approve payment for qualified actual costs but not to exceed the maximum benefit authorized. All payments must be supported by receipts/invoices.</p>	
<p><b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.</p>	
<p><b>Condition for Payment:</b> Approval for payment by the Certifying Officer.</p>	
<p><b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p><b>Appropriations:</b> As stated in the Agreement or obligation document.</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p>	

<b>TRNE</b>	<b>Training /Education Expenses (Non-Contract)</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<p><b>Short Description:</b> The head of an agency, under the regulations prescribed under section 4118(a)(8) of 5 U.S.C. 4109 this title and from appropriations or other funds available to the agency, may—</p> <p>(1) pay all or a part of the pay (except overtime, holiday, or night differential pay) of an employee of the agency selected and assigned for training under this chapter, for the period of training; and</p> <p>(2) pay, or reimburse the employee for, all or a part of the necessary expenses of the training, without regard to section 3324 (a) and (b) of title 31, including among the expenses the necessary costs of—</p> <p>The Government Employees Training Act, 5 U.S.C. 4109, and 10 U.S.C. 2396(a)(3) authorizes advance tuition payments for Employees. Tuition can be paid at the time of enrollment when required by the educational institution.</p>		
<p><b>Description: Training /Education Expenses (Non-Contract) Paid to Employees</b> Payments for tuition and other authorized education expenses (e.g., books, library, and laboratory services). The training must be a regularly scheduled, off-the-shelf course, training conference, or instructional service that is available to the general public and priced the same for everyone in the same category (e.g., price per student, course, program, service, or training space). The training officer (or the employee development officer) may authorize the actions summarized in this template. These actions do not involve the contracting functions.</p>		
<p><b>Examples:</b> Payments made to employees civilian or military who attend training</p>		
<b>Authority</b>	<a href="#">10 U.S.C. 2396</a>  <a href="#">5 U.S.C. 4109</a>	Authorizes advance and reimbursement tuition payments for Employees. Expenses of Training
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	SF 182, certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Document</b>	SF 182 Authorization, Agreement and Certification of Training, SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (retained by certifying officer)</b>	SF 182, invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates:</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 182, SF 1164/SF 1034 if invoice date is missing)</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p>	

	<p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 182, SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 182, SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 182, SF 1164/SF 1034.</p>
<p><b>Amounts Payable:</b> The total price of training authorized by the use of SF 182 may not exceed \$25,000. *Please note that the amount payable guidance is not a regulation and may be added to an authority DoD FMR in the future.</p>	
<p><b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions. Advance Payment: Advance payment of tuition and other expenses is authorized either when the training facility renders or refuses to render a billing, or advance payment is indicated in the SF 182. In accordance with the support services accounts payable system the SF1034 will indicate Advance tuition payment or a settlement. The original and two reproduced copies (front and back) of the Agency Finance/Disbursing copy of the SF 182 must be submitted to the disbursing office to support payment of the advance. The original Agency Finance/Disbursing copy of the SF 182 is certified by the Disbursing Officer to reflect the advance payment and is transmitted via Electronic Funds Transfer (EFT) to the trainee.</p> <p>Liquidation of Advance: Within five workdays after completion of the training, the trainee prepares an SF 182 provides completion of the training. The Accounts Payable office liquidates the advance payment.</p>	
<p><b>Condition for Payment:</b> Approval for payment by Certifying Officer</p>	
<p><b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p><b>Appropriations:</b> As stated in the agreement or obligating document.</p> <p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p>	

<b>VETE</b>	<b>Veterinary Services</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Employee Reimbursement</b>	
<b>Short Description:</b> Reimbursement for veterinary health services.		
<b>Description:</b> Reimbursement to individuals for personal funds used to obtain veterinary health services; to include the complete veterinary medical care for all DOD-owned, Government-owned animals.		
<b>Examples:</b> Reimbursement to individuals who are tasked to obtain non-routine veterinary health services for animals in their charge that includes the prevention and control of zoonotic diseases throughout all components of the Department of Defense in time of peace, war, or operations other than war.		
<b>Authority</b>	<a href="#">10 USC 401</a>	Humanitarian and Civic Assistance Provided in Conjunction with Military Operations
<b>Program guidance:</b>	<a href="#">DoDD 6400.4</a>	DoD Veterinary Services Program
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Certified SF 1034/SF1164, authorized obligation documents specific to their service/agency or GSA or DoD forms specific for authorization of a claim that contains the certification of funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (retained by Certifying Officer)</b>	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<p><b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing)</p> <p><b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.</p>	
<b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
<b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.		
<b>Condition for Payment:</b> Approval for payment by the Certifying Officer.		
<b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement		

and certified which exceed established limits.

**Appropriations:** As stated in the Agreement or obligation document.

**Standard Financial Information Structure:** In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).

# INTER/INTRA-GOVERNMENTAL

[Inter/Intra-governmental templates are in development and not currently included in the Guidebook.]

<a href="#">ACSI</a>	<b>Acquisition Cross-Servicing Agreements</b>	
<b>Reimbursement Type</b>	<input checked="" type="checkbox"/> <b>Foreign Government Reimbursement</b>	
<b>Short Description:</b> Payments for logistical support, supplies and services during exercises, training or emergency situations.		
<b>Description:</b> Payments for goods or services to eligible countries and international organizations that provide logistical support, supplies and services during exercises, training or emergency situations.		
<b>Examples:</b> Purchases include, but are not limited to, food, water, billeting, transportation, laundry services.		
<b>Authority</b>	<a href="#">10 USC 2341-2350</a> <a href="#">10 USC 2306</a> <a href="#">DoD Directive 2010.9</a> <a href="#">DoD Directive 5530.3</a> <a href="#">DoD FMR Volume 11A, Chapter 8</a>	Acquisition and Cross-Servicing Agreements Multiyear Contracts: Acquisitions of Services Acquisition and Cross-Servicing Agreements International Agreements, June 11, 1987 International Acquisition and Cross-Servicing Agreements
<b>Tax Withholding</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
<b>Tax Reporting</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
<b>Prompt Pay Interest?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Cash Management Rule</b>	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
<b>Obligating Documents</b>	Signed Agreement and authorized obligation documents specific to their service/agency or specific for authorization of a claim that contains the certification of fund availability for the obligation. For obligations see DoD FMR Volume 3, Chapter 8.	
<b>Payment Request Documents</b>	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 33); SF 1164 (see DoD FMR Volume 10, Chapter 11); or any other DoD Standard Form used to support miscellaneous payments and that may be required by Component's SOPs.	
<b>Supporting Documents (retained by Certifying Officer)</b>	CC Form 35 Standard Order/Receipt for Reimbursable International Support Transactions (ACSA) or (STANAG) AE Form 1-3A Standardization Agreement 3381, Annex B, NATO Standard Form for Request, Receipt, Return or Invoice or entitlement authorization and certification of funds document.	
<b>Required Dates</b>	<b>Invoice Submitted Date</b> (Invoice Date): Invoice date (use prepared date of SF 1164/SF 1034 if invoice date is missing) <b>Invoice Received Date</b> (INV RCVD): Date stamp of designated billing	

	<p>office (use invoice date if the date stamp is missing).</p> <p><b>Evidence Goods Tendered &amp; Services Rendered Acknowledgement Date</b> (MDSE DEL): Date of delivery or service indicated on SF 1164/SF 1034 or use invoice date if delivery date is not entered on SF 1164/SF 1034.</p> <p><b>Finalized Acceptance</b> (MDSE ACCPT): Date of acceptance indicated on SF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 1164/SF 1034.</p>
<p><b>Amounts Payable:</b> Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.</p>	
<p><b>Voucher Preparation:</b> See Page 9 of this guidebook for general instructions.</p>	
<p><b>Condition for Payment:</b> Approval for payment by the Certifying Officer.</p>	
<p><b>Not Payable:</b> Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p><b>Appropriations:</b> As stated in the Agreement or obligation document.</p>	
<p><b>Standard Financial Information Structure:</b> In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. Also depending on system the legacy line of accounting may be applicable (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, and/or Legacy Reporting).</p>	