

Department of Defense (DoD)

**GUIDEBOOK FOR MISCELLANEOUS
PAYMENTS**

December 2021

DoD Guidebook for Miscellaneous Payments

SUMMARY OF MAJOR CHANGES

All changes are denoted by **blue font** (note: hyperlinks are always identified in **blue, bold, italicized font**).

Substantive revisions are identified below.

This version updates and replaces the **February 2019** version.

PAGE	EXPLANATION OF CHANGE/REVISION	PURPOSE
<i>*Note</i>	<i>This is an interim, non-discretionary update to implement required revisions resulting from the FY 2021 National Defense Authorization Act (NDAA). An in-depth review and extensive update of this Guidebook is in process and will be coordinated with DoD process partners.</i>	
Pages 132-133	Added a new miscellaneous payment Type Code (SPLE) and template to address the authority to reimburse members for spouse relicensing costs pursuant to a permanent change of station; authorized by Section 622 of the FY 2021 National Defense Authorization Act (NDAA) and implemented at Title 37, United States Code (U.S.C.), Section 453(g).	Addition
Pages 83-84	Revised the policy language for the Student Loan Repayment template (SLRV), to include reference to 10 U.S.C. 16301, which increased the maximum amount payable for members of Selected Reserve from “up to \$500” to “up to \$1,000” (authorized by Section 515 of the FY 2021 NDAA).	Revision
Pages 39-40 and 102-103	Clarified the policy concerning supporting documentation requirements for Funeral, Interment, and Mortuary Expenses (FIMV and FIME), to no longer require the DD Form 1375 or DD Form 1300 due to the nature and sensitivity of the claim.	Revision

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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. This guide prescribes policy for certain miscellaneous payments for Federal and Non-Federal entities. It provides a high-level overview of policies and processes, with a goal of consolidating and streamlining miscellaneous payment procedures across the Components. Use of the "Abbreviation" miscellaneous payment codes (pages 6–10 of this guidebook) is mandatory for any miscellaneous payment request within the DoD. If the entitlement system is unable to capture or process the "Abbreviation" miscellaneous payments codes, the entitlement system personnel must reach an agreement with the [DFAS Tax Office](#) regarding how payments will be processed in order to ensure that proper tax withholding and/or reporting occurs. The policy and procedures identified in this guide are derived from the Federal Acquisition Regulation ([FAR](#)), the Defense Federal Acquisition Regulation Supplement ([DFARS](#)), the DoD Financial Management Regulation ([FMR](#)), and other statutory and regulatory resources referenced throughout. An authorized miscellaneous payment is defined as a payment that is not initiated by a contract or task order, and is generally a one-time occurrence for which the government receives benefit. Miscellaneous payments will be paid if the underlying expense was authorized and if the claim is legally payable. See DoD FMR Volume 10, [Chapter 12](#) for additional policy concerning miscellaneous payments.

Policy.

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

1. 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.

2. 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.

3. 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 party prevailing in a civil action against DoD, when use of the GPC is not feasible.

B. Submission and processing of miscellaneous claims for payment must be accomplished electronically ([DFARS Subpart 232.70](#)), with limited exceptions as prescribed by DFARS 232.7002(a). Electronic submissions of miscellaneous payments may be submitted via the

Invoicing Receipt, Acceptance, and Property Transfer ([*iRAPT*](#)) part of the eBusiness Suite, Enterprise Resource Planning (ERP) systems, or other approved electronic methods. Supporting documentation, to include receipts, tickets, invoices, or other specific forms identified by each template in this guide, must accompany each payment request. The electronically transmitted payment request is treated the same as a paper request and must contain the required data elements of a proper invoice (see FAR [32.905\(b\)](#), “Content of Invoices”, and Title 5, Code of Federal Regulations (CFR) [§ 1315](#)).

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

D. The approved payment request must contain a valid line of accounting obligated as specified in the DoD FMR Volume 3, Chapter 8. Due to the nature of miscellaneous payments, and the absence of a contract number, processing of the payments through a DoD payment system may require the configuration of unique standard document numbers.

E. All payment requests must have a valid line of accounting and a Tax Identification Number (TIN) registered with the DoD in accordance with Title 31, United States Code (U.S.C.), [section 3325\(d\)](#). In accordance with [FAR 4.11](#), contractors and vendors doing business with the Federal Government must register in the System for Award Management ([SAM](#)), except as noted in FAR 4.1102. The exceptions include instances involving classified contracts, purchases using the Government-wide commercial purchase card, and purchases under emergency or contingency operations. Contractors and vendors are responsible for keeping all SAM information current. In accordance with [DoD Directive 5400.11](#), Components must safeguard the privacy of all individuals and the confidentiality of all personally identifiable information (PII), and take action to ensure that any PII contained in a system of records used to conduct official business will be protected so that the security and confidentiality of the information is preserved.

F. Certifying officers will ensure the accuracy of a voucher and supporting documents; ensure transactions are legal, proper and correct; and ensure the obligation of funds are sufficient for payment. Submitting activities must provide a copy of a Defense Department (DD) [Form 577](#) (Appointment/Termination Record) for certifying officers, to the DFAS Indianapolis Disbursing Operations (secure email: dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil). Certifying officers are appointed only after completion of required training and can be held pecuniarily liable for erroneous payments resulting from the performance of their duties (31 U.S.C. [3528](#)). See DoD FMR [Volume 5, Chapter 5](#) for additional policy concerning DD Form 577's and certification of vouchers.

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

H. Title [31 CFR, Part 208](#) requires that Federal payments be made electronically, except as prescribed by 31 CFR Part 208.4.

I. The GPC may be used for payment of certain miscellaneous payments for transactions

valued at or below the micro-purchase threshold ([***DFARS Part 213.270***](#)). If a non-Federal entity does not accept the GPC, payment by convenience check may be another option. See DoD FMR [***Volume 10, Chapter 23***](#) for policy concerning the GPC and convenience checks.

J. The Intra-Governmental Payment and Collection (IPAC) system shall be used to properly transfer funds to pay for goods and services exchanged between Federal agencies (Treasury Financial Manual, [***Volume 1, Part 2, Chapter 4700, Appendix 10, Section 9.4.3***](#)).

ALPHABETICAL LISTING OF MISCELLANEOUS PAYMENT CATEGORIES

Existing Abbreviations. Use of the "Abbreviation" miscellaneous payment codes (pages 6-10 of this guidebook) is mandatory for miscellaneous payments made by the DoD. If the entitlement system is unable to capture or process the "Abbreviation" miscellaneous payment 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 code becomes burdensome, then the organization being impacted should contact DFAS (dfas.indianapolis-in.zpr.mbx.accountingpolicymailbox@mail.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

***An asterisk indicates that a template currently not included in the Guidebook**

PAYMENTS TO NON-FEDERAL ENTITIES

Non-Federal entities include a state, interstate, Indian tribal or local government, as well as private organizations

(<http://www.dtic.mil/whs/directives/corres/pdf/100015p.pdf>).

Miscellaneous Payment Category	Abbreviation
<u>Agents (Used when disbursing vouchers are processed)</u>	AGNV
<u>Ancillary Charges Associated with Fuel Cards</u>	POLV

Miscellaneous Payment Category	Abbreviation
<u>Apprehension Reimbursements and Confinement Costs</u>	ARCV
<u>Apprehension Rewards</u>	ARWV
<u>Attorney Fees (Including Judgments and Settlements Paid to the Attorney)</u>	ATTV
<u>Awards Made to Bid Protestors</u>	AMBV
<u>Government Card Services</u>	BANV
<u>Billeting, Non-Federal Entity</u>	BLLV
<u>Child Care (Non-Contractual)</u>	CHCV
<u>Civilian Clothing Allowance</u>	CLTV
<u>Contingency Funds for Entertaining Dignitaries</u>	CONV
<u>Contingency Funds for Investigative Expenses and Confidential Military Purposes</u>	DSSV
<u>Demurrage</u>	DEMV
<u>EEO Payments Non-Federal Employee</u>	EEOV
<u>Express Mail Service</u>	EMSV
<u>Expert Witness Fees</u>	EWIV
<u>Fees, Licenses, Permits (Does not include MIPRs)</u>	FLPV
<u>Funeral, Internment, and Mortuary Expenses</u>	FIMV
<u>Gifts and Speaker Fees</u>	GFTV
<u>Grants</u>	GRNV
<u>Honorariums</u>	HONV

Miscellaneous Payment Category	Abbreviation
<u>Hospital Accreditation</u>	HSPV
<u>Lease and Rental Agreements</u>	RENV
<u>Legal Claims (Non-Federal Entity)</u>	LGLV
<u>Medical Services Provided by Civilian Non-Federal Sources</u>	MEDV
<u>Military Clothing Allowance</u>	MCAV
<u>Miscellaneous Payment - Vendor</u>	MISV
<u>Military Training Service Support</u>	MTSV
<u>Morale, Welfare, Recreation, and General Entertainment Expenses</u>	MWRV
<u>Official Representation Funds (ORF) Entertainment</u>	OREV
<u>Official Representation Funds (ORF) Gifts and Mementoes</u>	ORGV
<u>Patents, Copyright, and Designs</u>	PATV
<u>Professional Liability Insurance</u>	PRLV
<u>Purchase and Transportation of Special Items (Blood)</u>	PSBV
<u>Purchase of Metered Mail - Paid to Private Entity (Does not include small parcels)</u>	POSV
<u>Purchase of Special Items (Drinking Water)</u>	PSWV
<u>Rewards for Recovery of Lost DoD Property</u>	RLPV
<u>Student Loan Repayments</u>	SLRV

Miscellaneous Payment Category	Abbreviation
Training and Education Expenses - Paid to Non-Federal Entity (Non-Contract)	TRNV
Transportation for Local Move or Local Delivery out of HHG Only (In/Out-Bound Local Moves)	THHV
Utility Payments – Interest Bearing	UTIV
Utility Payments – Tariff or Late Fee Bearing	UTTV
Veterinary Services for Contingency and/or Emergency Conditions	VETV
Witness Attendance Fees	WITV

PAYMENTS TO EMPLOYEES/MILITARY MEMBERS

***An asterisk indicates that a template currently not included in the Guidebook**

Miscellaneous Payment Category	Abbreviation
Adoption Expenses	ADPE
Award for Suggestion	SUGE
Billeting *	BLLE
Civilian Clothing Allowance	CCAE
Defense Security Service (DSS) Agents Miscellaneous Expenses (Includes Investigation Expenses and background investigations), which formerly used iRAPT code INVE)	DSSE
Employment-Related Judgments and Settlements (Includes EEOC Judgments and Settlements that formerly used iRAPT Code EEOC)	EEOE
Funeral, Internment, and Mortuary Expense	FIME
Fees, Licenses, and Permits	FLPE
Gifts	GIFE
Lease & Rental Agreements	RENE

Miscellaneous Payment Category	Abbreviation
Legal Claims	LGLE
Medical Services Provided by Civilian Non-Federal Sources	MEDE
Miscellaneous Payment - Employee	MISE
Morale, Welfare, Recreation, and General Entertainment Expenses	MWRE
Official Representation Funds (ORF) Entertainment	OREE
Official Representation Funds (ORF) Gifts and Mementos	ORGE
Patents, Copyright & Designs	PATE
Professional Liability Insurance	PRLE
Room and Board for Dependent Children	RERE
Reimbursements: Utility Reconnection and Telecommunication Fees	REUE
Religious Services *	RELE
Respite Care	RSPE
Spouse License Reimbursement	SPLE
Training/Education Expenses - (Non-Contract)	TRNE
Transportation Incentive Program	TRAE
Veterinary Service	VETE

PAYMENTS TO INTER/INTRA-FEDERAL GOVERNMENTAL

***An asterisk indicates that a template currently not included in the Guidebook**

Miscellaneous Payment Category	Abbreviation
Foreign Government Payments (formerly ACSI)	FGPI
Non-Federal Government Payments (State/Local)	NFGI
Official Rep Funds-Entertainment	OREI
Official Rep Funds-Gifts and Mementoes	ORGI
Postage, Government Entity	POSI
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

Templates for Processing Miscellaneous Payments

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 related 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, as required by 5 CFR 1315.9, including EFT information, is received by the payment office.
5. A miscellaneous payment code and template for Maintenance Services is not included because these services are always purchased under contract.
6. Standard Financial Information Structure (SFIS) - all appropriation data should adhere to SFIS guidelines outlined by the Deputy Chief Financial Officer [website](#).
7. Preparation instructions for the Standard Form (SF) [SF 1034](#) and the [OF 1164](#) are provided as generally accepted guidelines for manual processing (page 150).

Payments to Non-Federal Entities

AGNV	Agents (Used when disbursing vouchers are processed.)	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payments for purchases as a result of an emergency situation or contingency operation.		
Description: 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.		
Examples: Purchases include, but are not limited to, blood and water (in emergency situations), as well as "Solatium Payments."		
Authority	FAR 13.306 DFARS 213.306	SF 44, Purchase Order--Invoice--Voucher SF 44, Purchase Order -- Invoice -- Voucher
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 44; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
Payment Request Documents	SF 44 certified by Paying Agent.	
Supporting Documents (retained by Certifying Officer)	SF 44s or other receipts.	
Required Dates	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.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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 leg-		

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

AMBY	Awards Made to Bid Protesters	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payment of awards made to successful bid protesters under the Competition in Contracting Act of 1984 (CICA) (10 USC 2304).		
<p>Description: 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:</p> <p>The payment of costs associated with the filing and pursuing the protest, including reasonable attorney fees.</p> <p>The payment of costs of bid and proposal preparation.</p>		
Examples: Payments for bid and proposal preparation and attorney's fees when awarded to the bid protester by the Government Accountability Office (GAO).		
Authority	FAR, Part 6.1 10 USC 2304 Chapter 2 31 USC 3551, 3552, 3553, 3554, 3555, 3556	Full and Open Competition Contracts Competition Requirements Procurement Protest System
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Correct – PPA Interest for Contracts & Contract Disputes)	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACPT) date.	
Obligating Documents	Federal Court order, Comptroller General decision, or settlement agreement.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	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.	
Required Dates	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 ACPT): SF 1034 Certifying Officer date.	
Amounts Payable: As stipulated in Federal Court order, Comptroller General Decision, or settlement		

agreement.
<p>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, either 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. See page 151 of this Guidebook for general instructions.</p>
<p>Voucher Support: A copy of the Comptroller General decision, along with a statement of costs incurred and approved by the contracting officer.</p>
<p>Condition for Payment: As stated in Federal Court order, Comptroller General decision, or settlement agreement.</p> <p>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.</p>
<p>Not Payable: Amounts claimed but not authorized in Federal Court order, Comptroller General decision, or settlement agreement.</p>
<p>Appropriations: As stated in the agreement or obligation document.</p> <p>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. In addition, 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>Payment must be made from the funds of the activity funding the contract.</p>

ARCV	Apprehension Reimbursements and Confinement Costs	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Reimbursements for the apprehension and return of prisoners, deserters, and military members absent without leave.		
Description: Under 10 USC 956 , 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.		
<p>Examples: Actual expenses for which reimbursement may be made, if considered justifiable and reimbursable by the commanding officer, include:</p> <p>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 by either 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.</p> <p>Meals furnished to the member for which the cost was assumed by the apprehending person or agency representative.</p> <p>Telephone or telegraph communication costs.</p> <p>Damage to property of the apprehending person or agency if caused directly by the member during his or her apprehension, detention, or delivery.</p> <p>Such other reasonable and necessary expenses incurred in actual apprehension, detention, or delivery.</p>		
Authority	10 USC 956 10 USC 7214	Deserters, prisoners, members absent without leave: expenses and rewards Apprehension of deserters and prisoners; operation of shore patrols
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	1. 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. 2. An itemized statement of allowable expenses.	
Required Dates	Invoice Submitted Date (Invoice Date): Date of DD Form 553, SF 1034 or electronic equivalent. Invoice Received Date (INV RCVD): Date stamp of designated billing office/receipt of prisoner return date.	

	<p>Evidence Goods Tendered & Services Rendered Acknowledgment Date (MDSE DEL): SF 1034 Certifying Officer date.</p> <p>Finalized Acceptance (MDSE ACCPT): SF 1034 Certifying Officer date.</p>
<p>Amounts Payable: 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>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:</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. See page 151 of this Guidebook for general instructions.</p>	
<p>Condition for Payment: 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>Not Payable: 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 or Provost Marshall is required and notice of DD Form 553 or other form is not required.</p>	
<p>Appropriations: As stated in the agreement or obligation document.</p> <p>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. In addition, 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>	

ARWV	Apprehension Rewards	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payment of rewards for apprehension and return of U.S. Military prisoners, deserters, and members absent without leave.		
Description: Under 10 USC 956 , 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.		
Examples: A reward paid for the apprehension and delivery, to military control, of a member who is absent without leave.		
Authority	10 USC 956 10 USC 7214	Deserters, prisoners, members absent without leave: expenses and rewards Apprehension of deserters and prisoners; operation of shore patrols
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	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.	
Required Dates	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 Acknowledgment Date (MDSE DEL): SF 1034 Certifying Officer date. Finalized Acceptance (MDSE ACCPT): SF1034 Certifying Officer date.	
Amounts Payable: 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. See page 151 of this Guidebook for general instructions.

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. In addition, 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).

ATTN	Attorney Fees (Including judgments and settlements paid to the attorney.)	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: 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.		
Description: 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.		
Examples: 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.		
Authority	5 USC 504 and 28 USC 2412	Equal Access to Justice Act
Tax Withholding	<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.	
Tax Reporting	<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.	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (70 Comp. Gen. 664 (August 5, 1991))	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Court order, settlement agreement, or order of an arbitrator or other appropriate authority.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	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.	
Required Dates	Invoice Submitted Date (Invoice Date): Date of SF 1034 or electronic equivalent. Invoice Received Date (INV RCVD): Date stamp of designated billing office.	

	<p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 1034 Certifying Officer date.</p> <p>Finalized Acceptance (MDSE ACCPT): SF 1034 Certifying Officer date.</p>
<p>Amounts Payable: 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>Voucher Preparation: 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. See page 151 of this Guidebook for general instructions.</p>	
<p>Condition for Payment: 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>Not Payable: 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>Appropriations: As stated in the agreement or obligation document.</p> <p>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. In addition, 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>	

BANY	Government Card Services	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payment of Centrally Billed Accounts (CBAs) and Unit Billed Accounts used to make travel arrangements.		
<p>Description: A CBA is a Government Travel Charge Card (GTCC) issued to a DoD activity. CBAs are issued to make travel arrangements and must be used in lieu of issuing a Government Transportation Request (SF 1169) for payment purposes. CBAs are issued for the following purposes:</p> <p>A. Transportation Accounts. Transportation GTCC accounts (CBAs) are issued to DoD activities for use in purchasing transportation, including airline tickets, bus tickets, and rail tickets. Transportation accounts will be used when a traveler has not been issued an Individually Billed Account (IBA) or is exempt from mandatory use of the GTCC.</p> <p>B. Unit Travel Charge Cards. DoD Components may use unit travel charge cards for group travel requirements only when it is cost effective, in the best interest of the mission, and authorized by a Component Program Manager (CPM). Categories of travelers whose travel expenses may be charged to unit travel charge cards include, but are not limited to, new recruits and employees who do not yet have IBAs, prisoners, DoD group travelers, and foreign nationals participating in support of official DoD sponsored programs or activities.</p>		
Examples: Military Entrance Processing Station uses a CBA to purchase lodging and transportation for potential recruits.		
Authority	DOD FMR, Volume 9, Chapter 3	Department of Defense Government Travel Charge Card (GTCC)
(11) Tax Withholding (applicable to employees)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
(12) Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
(13) Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(14) Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. Purchase Card billing statements should be paid as soon as administratively possible when the rebate offered is greater than the cost of funds as defined in Title 5, CFR Subpart 1315.8. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
(15) Obligating Documents	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 funds availability for the intended purpose. For obligations see DoDFMR Volume 3, Chapter 8 .	
(16) Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoDFMR Volume 5, Chapter 5).	
(17) Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
(18) Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date)	

	<p>of SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 1034 or use invoice date if delivery date is not entered on SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on SF 1034 or use invoice date if acceptance date is not entered on the /SF 1034.</p>
(19) Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
(20) Voucher Preparation: See page 151 of this Guidebook for general instructions.	
(21) Condition for Payment: Approval for payment by the Certifying Officer.	
(22) Not Payable: Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.	
(23) Appropriations: As stated in the Agreement or obligation document.	
(24) 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).	

BLLV	Billeting	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payment of lodging costs to installation billeting offices.		
Description: Payment of lodging costs to installation billeting offices when lodging is provided in kind.		
Examples: Reserve Component personnel in an Inactive Duty Training (IDT) status at unit of assignment		
Authority	DODI 1015.12 JTR, Chapter 7, Part K	Lodging Program Resource Management Joint Federal Travel Regulation
(11) Tax Withholding (applicable to employees)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
(12) Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
(13) Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
(14) Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
(15) Obligating Documents	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 funds availability for the intended purpose. For obligations see DoDFMR Volume 3, Chapter 8 .	
(16) Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoDFMR Volume 5, Chapter 5).	
(17) Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
(18) Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing) Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 1034 or use invoice date if delivery date is not entered on SF 1034. Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on SF 1034 or use invoice date if acceptance date is not entered on the /SF 1034.	
(19) Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
(20) Voucher Preparation: See page 151 of this Guidebook for general instructions.		

(21) Condition for Payment: Approval for payment by the Certifying Officer.
(22) Not Payable: Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.
(23) Appropriations: As stated in the Agreement or obligation document.
(24) 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).

CHCV	Child Care (Non-Contractual)	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payments to individuals for providing non-contractual childcare services.		
Description: 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.		
Examples: Payments to individuals for providing non-contractual childcare services.		
Authority	10 USC 1798	Child care services and youth program services for dependents: financial assistance for providers
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	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.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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. Fee assistance amounts vary by program. For many programs, fee assistance will be based on family income and provider rate.		
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. In addition, 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).		

CLTV	Civilian Clothing Allowance	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment <i>Generally may be more appropriate for payment by GPC or contract.</i>	
Short Description: Allowance for civilian employee job-related clothing or uniforms.		
Description: Civilian uniform allowances. Payments for clothing allowances approved for civilians to complete job-related functions and for civilian uniform allowances. (See DoDI 1400.25 for annual limitations).		
Examples: Fire fighters, security personnel.		
Authority	10 USC 1593 5 USC 7903 DoD Instruction 1400.25, Volume 591	Uniform allowance: civilian employees Protective clothing and equipment DoD Civilian Personnel Management System: Uniform Allowance Rates for DoD Civilian Employees
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 1034. Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on SF 1034.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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 (Civilian): In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the SFIS Matrix. In addition, 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.

CONV	Contingency Funds for Entertaining Dignitaries	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payments for Official Representation Using Contingencies Funds		
Description: Payments for official representation by local commanders or other official authorized purposes using contingency funds.		
Examples: Entertainment of dignitaries		
Authority	DoDI 7250.13	Use of Appropriated Funds for Official Representation Purposes
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	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.	
Required Dates	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.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: 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 151 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. In addition, 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).		

DEMV	Demurrage	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: 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.		
Description: 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.		
Examples: Government unforeseen delays for loading or unloading carrier/vessel shipments.		
Authority	FAR 47.208-1 DFARS 247.271-3	Report of Shipment—Advance notice Contracts for Transportation or for Transportation Related Services—Solicitation provisions, schedule formats, and contract clauses
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCT) date.	
Obligating Documents	Certified SF 1034.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Date of SF 1034. Invoice Received Date (Invoice RCVD): Date of SF 1034. Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 1034 evidenced by authorized Certifying Officer signature. Finalized Acceptance (MDSE ACCT): SF 1034 evidenced by authorized Certifying Officer signature.	
Amounts Payable: Certifying Officers may approve and certify payment for amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 of this guidebook for general instructions.		
Condition for Payment: Approval for payment by the Certifying Officer and supporting documents.		
Not Payable: Payments to long-haul carriers and amounts not supported by supporting documentation.		
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. In addition, 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).		

EEOV	Non-Federal Employee EEO Payments	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal payment	
Short Description: Payments for Non-Federal employees related to judgments and settlements.		
Description: Payment for settlement agreements may include compensatory damages as well as costs incurred in processing the complaint.		
Examples: Costs incurred in class action lawsuit settlements or other judgment expenses.		
Authority	5 CFR 1201 29 CFR Chapter XIV	Merit Systems Protection Board Equal Employment Opportunity Commission
Tax Withholding (applicable to employees)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<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 complainant, the payment also must be reported on Forms 1099-MISC (1099 box 3).	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Settlement agreement, Federal court order, or Federal administrative order.	
Payment Request Documents	SF 1034 is required to each payee and certified by Certifying Officer external to payment office (see DODFMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	Settlement agreement; Settlement agreements must state what the payment represents; e.g., compensatory damages.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 1034 . Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on SF 1034 .	
Amounts Payable: As stipulated in the settlement agreement, court order, or administrative order.		
Voucher Preparation: 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. 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") and the mailing address or EFT information.		
Condition for Payment: As stated in the settlement agreement, court order, or administrative order. The chief EEO manager reviews and approves all EEOC billings and any related SF 1034 s before payment by the disbursing office.		
Not Payable: Amounts claimed but not authorized in the settlement agreement, court order, or administrative order.		
Appropriations:		

Standard Financial Information Structure (Military): In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the [SFIS Matrix](#).

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 is notified of the amount payable on the claim for 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.

EMSV	Express Mail Service, Vendor
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal payment <i>Generally may be more appropriate for payment by GPC</i>
Short Description: Payments for Express Mail When GPC Not Accepted.	
Description: Payment for Express mail associated to official business. Note: DOD FMR Volume 10, Chapter 16, Paragraph 160703 mandates either GPC or a third party electronic payer system (i.e. SYNCADA) be used for small package shipments. This code should only be used when these methods are unavailable.	
Examples: Small package delivery services for FEDEX, UPS, DHL.	
Authority	<div> <div> DoD Directive 4525.6-M C7.2 DoD FMR Volume 10, Chapter 16 </div> <div> GSA Schedule Department of Defense Postal Manual Payment for Postal Services and Small Package Delivery Costs </div> </div>
Tax Withholding (<i>applicable to employees</i>)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.
Obligating Documents	Certified SF 1034 ; binding agreement with an agency, person, or business; or approved purchase or authorization and certification of funds.
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DODFMR Volume 5, Chapter 5).
Supporting Documents (retained by Certifying Officer)	Invoice or receipt.
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 1034 . Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on SF 1034 .
Amounts Payable: Approving officials may approve payment for reasonable costs that are supported by receipts/invoices	
Voucher Preparation: See page 151 of this Guidebook for general instructions.	
Condition for Payment: Approval for payment by the certifying officer.	
Not Payable: Amounts invoiced but not certified.	

Appropriations:

Standard Financial Information Structure (Military): In an effort to achieve compliance with DoD's BEA, all appropriation data should reflect the SFIS as outlined in the [SFIS Matrix](#).

EWIV	Expert Witness Fee	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payment of fees to Non-Federal individuals called upon to provide expert testimony or provide specialized information relevant to the case being adjudicated.		
Description: Expert Witness Fees apply to Non-Federal employees who are paid fees other than travel and transportation allowance and witness attendance fees while serving as an expert witness in legal proceedings. These payments must be vendor payments and not processed through an alternate entitlement system (i.e., Travel Pay).		
Examples: A Non-Federal employee subpoenaed for any legal proceedings to provide expert testimony (i.e., forensic experts, chemists, toxicologists, qualified physicians); approved by a convening authority to testify at court-martials or similar legal proceedings.		
Authority	28 USC 2412	Costs and fees
(11) Tax Withholding (applicable to employees)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
(12) Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
(13) Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(14) Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
(15) Obligating Documents	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 funds availability for the intended purpose. For obligations see DoDFMR Volume 3, Chapter 8 .	
(16) Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoDFMR Volume 5, Chapter 5).	
(17) Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
(18) Required Dates	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 1034 or use invoice date if delivery date is not entered on SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on SF 1034 or use invoice date if acceptance date is not entered on the</p>	

	/SF 1034.
(19) Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
(20) Voucher Preparation: See page 151 of this Guidebook for general instructions.	
(21) Condition for Payment: Approval for payment by the Certifying Officer.	
(22) Not Payable: Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.	
(23) Appropriations: As stated in the Agreement or obligation document.	
(24) 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 . In addition, 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).	

DSSV	Contingency Funds for Investigative Expenses and Confidential and Non-Confidential Military Purposes	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payments of expenses for non-confidential or classified and confidential military investigations.		
Description: Payments generally are for confidential military purposes and include miscellaneous expenses for investigations.		
Examples: 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		
Authority	DSS Headquarters Executive Order 12829 10 USC 127 10 USC 422 DoD Directive 5105.42 Army Regulation 20-1	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
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCT) date.	
Obligating Documents	Certified SF 1034 for non-classified investigation expenses. The DD 281 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.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	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.	
Required Dates	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 ACCT): SF 1034 Certifying Officer date.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported		

by receipts/invoices.

Voucher Preparation: See Page 151 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. In addition, 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).

<u>FIMV</u>	Funeral, Internment, and Mortuary Expenses	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Mortuary expense for deceased personnel		
Description: 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.		
Examples: 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 and paid to a mortuary.		
Authority	<u>10 USC 1481-1488 and 1490</u> <u>DoDD 1300.22</u> <u>Army Regulation 600-38-8</u> <u>Air Force Instr. 34-501</u> <u>DoDI 1300.18</u> <u>DoDI 1300.15</u> <u>DoDI 1344.08</u> <u>DoDI 4515.13</u>	Expenses incident to death Mortuary Affairs Policy Army Casualty Program Mortuary Affairs Program DoD Personnel Casualty Matters Military Funeral Support Interment Allowance for Deceased Military Personnel Air Transportation Eligibility
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099 (However, secondary expenses paid directly to next of kin are neither reportable nor taxable.)	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (However, not when treated as a payment of claim. See “FIME” for information on “next of kin” claims)	
Cash Management Rule	<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.	
Obligating Documents	<u>Certified SF 1034/OF 1164, authorized obligation documents specific to the 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.</u>	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	<u>DD Form 1375</u> (Request for Payment of Funeral and/or Internment Expenses), <u>DD Form 1300</u> (Report of Casualty), invoices/receipts, binding agreements, approved purchase/entitlement authorization, or other information necessary to document and validate authorization by the appropriate mortuary affairs representative; and certification of funds document.	

Required Dates	<p>Invoice Submitted Date (Invoice Date): Date of SF 1034 or electronic equivalent.</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office.</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 1034 Certifying Officer date.</p> <p>Finalized Acceptance (MDSE ACCPT): SF 1034 Certifying Officer date.</p>
<p>Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.</p>	
<p>Voucher Preparation: See Page 151 of this guidebook for general instructions.</p>	
<p>Condition for Payment: Approval for payment by the Certifying Officer.</p>	
<p>Not Payable: Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p>Appropriations: As stated in the agreement or obligation document</p> <p>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. In addition, 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>	

FLPV	Fees, Licenses, Permits (Does not include MIPRs.)	
Reimbursement Type	<input checked="" type="checkbox"/> Non-federal entity payment <i>Generally may be more appropriate for payment by GPC.</i>	
Short Description: Payments for permits and other official documents/requirements.		
Description: Payments for permits and other official documents usually related to local, state or Federal requirements.		
Examples: 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).		
Authority	DoDI 4715.6	Environmental Compliance
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (PPA Interest does not apply – not contractual)	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents:	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
Payment Request Documents:	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 1034. Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on SF 1034.	
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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. In addition, 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).		

GFTV	Gifts and Speaker Fees	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment <i>Generally may be more appropriate for payment by GPC.</i>	
Short Description: Payment for expenses associated with the purchase of an official gift or speaking fees paid to individuals outside the government.		
Description: Payment for expenses associated with the purchase of an official gift, including speaking fees paid to individuals outside the government. To avoid excessive payment of honoraria, the Deputy Secretary of Defense has established a policy that honoraria amounts greater than \$2000 must be approved by the next higher organizational echelon. Such approvals shall be in accordance with the Component's established procedures.		
Examples: Guest speakers at an official function.		
Authority	22 USC 2694 5 USC 4501-4506 5 CFR, Sec 451.104 DoD FMR Volume 10, Chapter 12	Limitation on purchase of gifts for foreign individuals Incentive Awards Awards Payments of Fees For Guest Speakers, Lecturers, and Panelists
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts and an approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 1034. Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on SF 1034.	
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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. In addition, 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).

GRNV	Grants	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payments of grants for research and education.		
Description: Several types of payment are authorized for grants, cooperative agreements, and other assistance transactions. The type used is prescribed in the award documents.		
<p>Examples: A short description of several methods of payments follows.</p> <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 using 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>		
Authority	OMB Circular No. A-102 OMB Circular No. A-110 Catalog of Federal Domestic Assistance DoD 3210.6-R DoD FMR Volume 12, Chapter 5, 050102 DoD FMR Volume. 10, Chapter 19	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
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<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>
Obligating Documents	Paid on an externally certified SF 270 or SF 271 and supported by a memorandum.
Payment Request Documents	<p>SF 270, SF 271, or SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).</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>
Supporting Documents (retained by Certifying Officer)	As required by the grant.
Required Dates	<p>Invoice Submitted Date (Invoice Date): Date of SF 270, SF 271, or SF 1034 or electronic equivalent.</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office.</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 270, SF 271, or SF 1034 Certifying Officer date.</p> <p>Finalized Acceptance (MDSE ACCPT): SF 270, SF 271, or SF 1034 Certifying Officer date.</p>
Amounts Payable: Approving Officials may approve payment, provided that (1) the request complies with the award, and (2) funds are available to pay the award.	
Voucher Preparation: See Page 151 of this guidebook for general instructions.	
Condition for Payment: Approval for payment certified by the administering office.	
Not Payable: Amounts in excess of the unliquidated balance on the award.	
<p>Appropriations: As stated in the agreement or obligation document.</p> <p>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. In addition, 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>	

HONV	Honoraria	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Honorarium payments to Non-Federal entities as compensation.		
Description: An honorarium is payment to a Non-Federal individual in recognition of a special service for which custom or propriety forbids any fixed price to be set and may be compensation for a lecture, speech or writing.		
Examples: As noted above.		
Authority	DOD 5500.7-R DoD FMR Volume 10, Chapter 12	Joint Ethics Regulation Payments of Fees For Guest Speakers, Lecturers, and Panelists
(11) Tax Withholding (applicable to employees)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
(12) Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
(13) Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(14) Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
(15) Obligating Documents	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 funds availability for the intended purpose. For obligations see DoDFMR Volume 3, Chapter 8 .	
(16) Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoDFMR Volume 5, Chapter 5); or any other DoD forms used to support miscellaneous payments and that may be required by Component's SOPs.	
(17) Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
(18) Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing) Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 1034 or use invoice date if delivery date is not entered on SF 1034. Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on SF 1034 or use invoice date if acceptance date is not entered on the /SF 1034.	
(19) Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
(20) Voucher Preparation: See page 151 of this Guidebook for general instructions.		
(21) Condition for Payment: Approval for payment by the Certifying Officer.		

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

(23) Appropriations: As stated in the Agreement or obligation document.

(24) 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).

HSPV	Hospital Accreditation	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Non-routine payments for accreditation surveys for medical programs, services, and/or equipment.		
Description: 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.		
Examples: Non-routine payments for accreditation surveys for medical programs, services, and/or equipment.		
Authority	The Joint Commission DoDI 6025.13	(Each state has accreditation requirements.) Medical Quality Assurance and Clinical Quality Management in the Military Health System
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<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.	
Obligating Documents	Certified SF 1034; binding agreement with an agency, person, or business concern; or approved purchase or entitlement authorization and certification of funds.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	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.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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. In addition, 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).

LGLV	Legal Claims (Non-Federal Entity)	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
<p>Short Description: 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>Description: 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>Examples: 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>		
Authority	28 USC 1346(b) , 2671 , 2680 10 USC 2733 10 USC 2734 31 USC 3721b 32 USC 715	<p>Federal Tort Claims Act</p> <p>Property loss; personal injury or death: incident to noncombat activities of Department of Army, Navy, or Air Force</p> <p>Property loss; personal injury or death: incident to noncombat activities of the armed forces; foreign countries</p> <p>Claims of personnel of agencies and the District of Columbia government for personal property damage or loss</p> <p>Property loss; personal injury or death: activities under certain sections of this title</p>
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099 <p>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).</p>	

Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.
Obligating Documents	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.
Payment Request Documents	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 5).
Supporting Documents (retained by Certifying Officer)	Invoice, settlement agreement, court order and/or memorandum, and certification of funds.
Required Dates	Invoice Submitted Date (Invoice Date): Date of SF 1034 or electronic equivalent. Invoice Received Date (INV RCVD): Date claim submitted. Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 1034 Certifying Officer date. Finalized Acceptance (MDSE ACCPT): SF 1034 Certifying Officer date.
<p>Amounts Payable: 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>Voucher Preparation: 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. See Page</p>	

151 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.
<p>Appropriations: As stated in the agreement or obligation document.</p> <p>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. In addition, 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>

MEDV	Medical Services Provided by Civilian Non-Federal Sources	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Military treatment facility (MTF) authorized payments for medical services provided by civilian Non-Federal sources.		
Description: 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.		
Examples: 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.		
Authority	10 USC 1071, 1085 32 CFR 199 DoD FMR Volume 10, Chapter 12	Medical and Dental Care Civilian Non-Federal Medical and Dental Care Miscellaneous Payments
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office see DoD FMR Volume 5, Chapter 5) or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	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.	
Amounts Payable Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation 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. See page 151 of this Guidebook for general instructions.		

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. See Page 151 of this guidebook for general instructions.

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. In addition, 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.

MCAV	Military Clothing, Vendor	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payments to Non-Federal entities for authorized military clothing issues.		
Description: Military clothing issues. Payments to Non-Federal entities for authorized military clothing issues to job-related functions.		
Examples: MCCS, NEX		
Authority	37 USC 418 DoDFMR Volume 7A, Chapter 29 DoDI 1338.13	Military Clothing: enlisted members. Clothing Monetary Allowances. Armed Forces Clothing Monetary Allowances.
Tax Withholding (<i>applicable to</i>)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034, authorized obligation documents specific to their ser-GSA or DoD forms specific for authorization of a claim that contains the funds availability for the intended purpose. For obligations see DoDFMR Chapter 8 .	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see page 5, Chapter 5); or any other DoD forms used to support miscellaneous that may be required by Component's SOPs.	
Supporting Documents (reifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement and certification of funds document.	
Required Dates	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date if invoice date is missing).</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement (EL): Date of delivery or service indicated on SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated</p>	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by documents.		
Voucher Preparation: See page 151 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 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 approvals should reflect the SFIS as outlined in the [SFIS Matrix](#). Also depending on system the legacy line of accounting code (Department Regular, Main Accounting, Sub-Accounting, Budget Activity, and Period of Availability, Reporting).

MISV	Miscellaneous Payment - Vendor	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payment requests that may be service specific or undefined as a miscellaneous payment codes. NOTE: Please contact the DFAS-Tax Office-Send the requests to dfas.cco-1099@mail.mil prior to completing the claim/request for reimbursement for tax reporting guidance.		
Description: Payment requests for which there are no applicable "Abbreviated Payment Code". These requests may be service/DoD agency specific with infrequent use.		
Examples: Payments request may cite MOUs/MOAs.		
Authority	<i>References will be provided by submitting activity for Audit Readiness. Authority reference will be cited on the payment request document.</i>	
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state) NOTE: Please contact the DFAS-Tax Office-Send the requests to dfas.cco-1099@mail.mil prior to completing the claim/request for reimbursement for tax reporting guidance.	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCT) date.	
Obligating Documents	Certified SF 1034, OF 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.	
Payment Request Documents	SF 1034, OF 1164 or other authorized documents certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
Supporting Documents (required by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	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 ACCT): SF 1034 Certifying Officer date.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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. In addition, 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).

MTSV	Military Training Service Support	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Housing rental and/or hotel bill payments to house military personnel and their families.		
Description: 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 37 USC 474(i) , when transient Government housing is not available.		
Examples: 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.		
Authority	10 USC 12604 JTR, Paragraph 7365	Billeting in Department of Defense facilities: Reserves attending inactive-duty training Reserve Component Travel
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
Supporting Documents (required by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	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.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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. In addition, 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).

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

Voucher Preparation: See Page 151 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.
<p>Appropriations: As stated in the agreement or obligation documents.</p> <p>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. In addition, 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>

<u>OREV</u>	Official Representation Funds (ORF) Entertainment	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payment of Official Representation Funds (ORF) Entertainment to Non-Federal entities (i.e. Vendors)		
Description: Used to host official receptions, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States and the Department of Defense for the purpose of maintaining the standing and prestige of the United States and the Department of Defense to include entertainment activities.		
Examples: Official Representation of Funds for entertainment can be used as defined in the DoD authority below.		
Authority	DODI 7250.13 DoD FMR Volume 10, Chapter 12 SECNAVINST 7042.7K	Use of Appropriated Funds for Official Representation Purposes Miscellaneous Payments DON Instruction on use of ORF
Tax Withholding (<i>applicable to employees</i>)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF1164, 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 DoDFMR Volume 3, Chapter 8 .	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoDFMR Volume 5, Chapter 5); OF 1164 (see DoDFMR Volume 10, Chapter 11); or any other DoD forms used to support miscellaneous payments and that may be required by Component's SOPs.	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not en-</p>	

	tered on the OF 1164/SF 1034.
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
Voucher Preparation: See page 151 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. In addition, 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).	

ORGV	Official Representation Funds (ORF) Gift and Mementos	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payment of Official Representation Funds (ORF) Gift and Mementos to Non-Federal Entities (i.e. Vendors)		
Description: Used to host official receptions, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States and the Department of Defense for the purpose of maintaining the standing and prestige of the United States and the Department of Defense.		
Examples: Official Representation of Funds can be used as defined in the authority below.		
Authority	DODI 7250.13 DoD FMR Volume 10, Chapter 12 SECNAVINST 7042.7K	Use of Appropriated Funds for Official Representation Purposes Miscellaneous Payments DON Instruction on use of ORF
Tax Withholding (applicable to employees)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF 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 funds availability for the intended purpose. For obligations see DoDFMR Volume 3, Chapter 8 .	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoDFMR Volume 5, Chapter 5); OF 1164 (see DoDFMR Volume 10, Chapter 11); or any other DoD forms used to support miscellaneous payments and that may be required by Component's SOPs.	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.</p>	
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		

Voucher Preparation: See page 151 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. In addition, 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).

PATV	Patents, Copyright, and Designs	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Copyrights, patents, designs, and manufacturing data.		
Description: Appropriated funds available for acquiring material may be used to acquire copyrights, patents, designs, and manufacturing data.		
Examples: 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.		
Authority	10 USC 2386 17 USC 504 22 USC 2356 28 USC 1498 (a) & (b) 35 USC 183 35 USC 207 FAR 28.105-2	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
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 30-day Prompt Payment terms	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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.	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Date of SF 1034. Invoice Received Date (Invoice RCVD): Date of SF 1034. Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 1034 evidenced by authorized Certifying Officer signature. Finalized Acceptance (MDSE ACCPT): SF 1034 evidenced by authorized Certifying Officer signature.	
Amounts Payable: Certifying Officer may approve and certify payment for reasonable amounts.		

Voucher Preparation: See Page 151 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.
<p>Appropriations: As stated in the agreement or obligation document.</p> <p>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. In addition, 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>

POLV	Ancillary Charges Associated with Fuel Cards	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payments for non-fuel charges associated with fuel cards.		
Description: Payments for non-fuel charges associated with the FLEET, AIR, and SEA cards.		
Examples: 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.		
Authority	DoD 4140.25-M	Government Fuel Card Program Management Office –DoD Fleet Card, Air Card, and Sea Card
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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.	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	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.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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. In addition, 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).

PRLV	Professional Liability Insurance	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payment for professional liability insurance.		
Description: Payments to insurance company for qualified individuals for Professional Liability Insurance.		
Examples: 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.		
Authority	<p>Public Law 104-208, Section 636 (5 USC Chapter 59),</p> <p>DoD FMR Volume 10, Chapter 12</p> <p>Public Law 106-567, Title IV, § 406, Dec. 27, 2000, 114 Statute 2849, as amended by Public Law 107-108, 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>
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	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).	
Required Dates	<p>Invoice Submitted Date (Invoice Date): Date stamp of designated certifying office, or invoice date if date stamp is missing.</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated certifying office, or date of invoice.</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of authorized Certifying Officer's signature.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of authorized Certifying</p>	

	Officer's signature.
Amounts Payable: 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.	
Voucher Preparation: The authorized Certifying Officer prepares an SF 1034. See Page 151 of this guidebook for general instructions.	
Condition for Payment: 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.	
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. In addition, 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).	

<u>POSV</u>	Purchase of Metered Mail - Paid to Private Entity (Does not include small parcels.)	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment <i>Generally may be more appropriate for payment by GPC or contract.</i>	
Short Description: 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.])		
Description: 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.)		
Examples: Equipment rental and postage for metered mail.		
Authority	DoD Directive 4525.6-M	Department of Defense Postal Manual
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099 Equipment rental is subject to tax reporting.	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Mail equipment rental is subject to Prompt Pay interest if paid late and in arrears.	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 1034. Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on SF 1034.	
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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. In addition, 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).

PSBV	Purchase and Transportation of Special Items (Blood)	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payments for purchases and transportation of blood.		
Description: 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.		
Examples: Purchase of blood from approved sources.		
Authority	24 USC 30 DoD Directive 6000.12E DoD Instruction 6480.4 Army Regulation 40-3 Joint Army Regulation 10-64 OPNAVINST 6700.2 AFR 160-29 MCO 5420.18A	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
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	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.	

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 151 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.
<p>Appropriations: As stated in the agreement or obligation document.</p> <p>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. In addition, 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>Blood supplies may be purchased with appropriated funds for persons entitled to medical treatment at Government expense.</p>

PSWV	Purchase of Special Items (Drinking Water)	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payment for purchases of drinking water.		
Description: Payment for purchases of drinking water when it is necessary from the Government's standpoint.		
Examples: Special drinking water may be purchased with appropriated funds only when it is necessary from the Government's standpoint, such as when: The public water is unsafe for human consumption. There is an emergency failure of the water source on the installation. There is a temporary facility with no drinking water available within a reasonable distance. There is no water fit for drinking purposes otherwise available to personnel without cost to the individual.		
Authority	DoD FMR Volume 10, Chapter 12 Appropriations Law, Volume 1, Chapter 4	Miscellaneous Payments Drinking Water (Comp Gen. Decision B-24781 (April 10, 1992))
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	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.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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. In addition, 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).

RENV	Lease and Rental Agreements	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment <i>Generally may be more appropriate for payment by GPC or contract.</i>	
Short Description: Payment for the lease or rental equipment by or for the Government.		
Description: 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.		
Examples: 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.		
Authority	DoD FMR Volume 10, Chapter 12 10 USC 2667	Miscellaneous Payments Leases: Non-Excess Property of Military Departments and Defense Agencies
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<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.	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30.	
Obligating Documents	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	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of SF 1034 if invoice date is missing). Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 1034. Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated	

	on SF 1034.
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
Voucher Preparation: See Page 151 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. In addition, 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).	

RLPV	Rewards for Recovery of Lost DoD Property	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Rewards for Recovery of Lost DoD Property.		
Description: 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.		
Examples: Payment of a reward to an individual who reported the location of lost DoD property.		
Authority	10 USC 2252	Rewards: Missing Property
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 30-day Prompt Payment terms	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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.	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	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.	
Required Dates	Invoice Submitted Date (Invoice Date): Date of SF 1034 or electronic equivalent. Invoice Received Date (Invoice RCVD): Billing statement availability date. Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Billing statement date. Finalized Acceptance (MDSE ACCPT): Billing statement date.	
Amounts Payable: Certifying Officer may approve and certify payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 of this guidebook for general instructions.		
Condition for Payment: 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.		
Not Payable: 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. In addition, 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.

SLRV	Student Loan Repayments	
Reimbursement Type	<input checked="" type="checkbox"/> Third Party Payment	
Short Description: Student Loan Repayments.		
<p>Description: Student loan repayments are paid directly to the loan provider such as Department of Education, Fanny Mae or other financial institutions on behalf of the member in accordance with Title 5, United States Code (U.S.C.), section 5379, and the Office of Personnel Management guidance. If possible, these types of payments should be processed through the applicable military pay or civilian pay systems so that the proper tax application and withholdings can occur. The miscellaneous payment process should only be utilized if circumstances prevent them from being processed via the proper MilPay or CivPay systems. Maximum amounts payable are identified in 5 U.S.C. 5379 and 10 U.S.C. 16301 respectively.</p>		
Examples: Bill from U.S. Department of Education		
Authority	5 U.S.C. 5379 10 U.S.C. 16301 Office of Personnel Management (OMB) Guidance	Student Loan Repayments Education Loan Repayment Program – members of Selected Reserve
Tax Withholding	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> FITW <input type="checkbox"/> FICA <input checked="" type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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.	
Payment Request Documents	Approved/Certified SF 1034, or any other DoD Standard Forms used to support miscellaneous payments and that may be required by the Component's SOPs; approved by a duly appointed (via DD Form 577) Departmental Accountable Official (DAO) if applicable, and certified by a duly appointed Certifying Officer prior to payment (see DoD FMR Volume 5, Chapter 5 for appointment and certification policies).	
Supporting Documents (retained by Certifying Officer)	A complete copy (all pages) of the binding agreement between the employee and the agency (the approved purchase or entitlement authorization); or a properly completed (all pages) DD2475 - DoD Educational Loan Repayment Program Annual Application and an invoice from the loan holder.	

Required Dates	<p>Invoice Submitted Date (Invoice Date): Use prepared date of SF 1034 or other authorized DoD Form (or electronic equivalent).</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (required per DoD FMR Volume 10, Chapter 7 upon receipt). Use prepared date of SF 1034 if the date stamp is missing.</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Use prepared date of SF 1034, or other authorized DoD Form (or electronic equivalent).</p>
SLRV	Student Loan Repayments
	Finalized Acceptance (MDSE ACCPT): Use prepared date of SF 1034, or other authorized DoD Form (or electronic equivalent).
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by the binding agreement, DD2475, and/or invoices.	
Voucher Preparation: See Page 150 of this guidebook for general instructions.	
Condition for Payment: Approval for payment by a duly appointed (DD 577) Certifying Officer.	
Not Payable: Amounts claimed for reimbursement but not approved or certified, amounts claimed for reimbursement and certified which exceed established limits.	
<p>Appropriations: As stated in the agreement or obligation document.</p> <p>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).</p>	

THHV	Transportation for Local Move or Local Delivery out of HHG Only (In/Out-Bound Local Moves)	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payment for local movement of personal property/HHG and/or local delivery out from storage-in-transit (SIT)		
Description: 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).		
Examples: Payments to a local carrier to move personal property out from SIT.		
Authority	JTR, Chapter 4 and Chapter 5	Storage in Transit (SIT)/Delivery Out
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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.	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Date of SF 1034. Invoice Received Date (Invoice RCVD): Date stamp of designated billing office or authorized Certifying Officer's signature date. Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 1034 authorized Certifying Officer's signature date. Finalized Acceptance (MDSE ACCPT): SF 1034 authorized Certifying Officer's signature date.	
Amounts Payable: Certifying Officer may approve and certify payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 of this guidebook for general instructions.		
Condition for Payment: Approval for payment by the authorized Certifying Officer.		
Not Payable: Reimbursements for do-it-yourself moves. 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. In addition, 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).

TRNV	Training and Education Expenses – Paid to Non-Federal Entity (Non-Contract)	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payments to a vendor for training and education expenses.		
Description: 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.		
Examples: Training courses, training conferences, instructional services, and related books, library fees, and laboratory services.		
Authority	5 USC 4109	Expenses of training
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099 (However, 1099 will not be issued to state-owned colleges or universities.)	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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.	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Date of SF 182 or electronic equivalent. Invoice Received Date (INV RCVD): Date stamp of designated billing office. Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 182 Certifying Officer date. Finalized Acceptance (MDSE ACCPT): SF 182 Certifying Officer date.	
Amounts Payable: 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.		
Voucher Preparation: See Page 151 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. In addition, 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).

UTIV	Utility Payments – Interest Bearing	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Utility payments that are interest bearing and tariffs and late fees do not apply.		
<p>Description: Payment of cable, gas, water, sewage, and electric billing statements.</p> <p>Public Utility – A business that furnishes an everyday necessity to the public at large. Public utilities provide water, electricity, natural gas, telephone service, and other essentials. Utilities may be publicly or privately owned, but most are operated as private businesses. Typically a public utility has a Monopoly on the service it provides. It is more economically efficient to have only one business provide the service because the infrastructure required to produce and deliver a product such as electricity or water is very expensive to build and maintain. A consequence of this monopoly is that federal, state, and local governments regulate public utilities to ensure that they provide a reasonable level of service at a fair price.</p> <p>Municipal Utility - A publicly owned corporation, or a political subdivision, that provides the public with a service or services, such as water, electricity, gas, transportation, or telecommunications.</p>		
Examples: Bill from Verizon Communications Inc.		
Authority	5 CFR 1315-1 FAR Subpart 32.905 Title 48 CFR 52.232-25.7.B.2(iii)	Prompt Payment Prompt Payment-Payment Documentation and Process Prompt Payment-Additional Interest Penalty
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes - Prompt Payment Act - In the absence of state, local or foreign authorities that impose generally-applicable late payment rates for utility payments, all utility payments, including payments for telephone service, are subject to the Prompt Payment Act. The Submitting Activity should review the contract/agreement, if available, to determine applicable Prompt Payment Interest or Late Fee penalties. This procedure may assist when determining which penalty applies. Most utilities will place a "late fee amount" on the utility billings as a normal business practice for all customers (residential, business, and government entities). (Title 48 CFR 52.232-25 - the additional penalty does not apply to payments regulated by other Government regulations (e.g., payments under utility contracts subject to tariffs and regulation)). <input type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. If not paid in 30 days interest is due	
Obligating Documents	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.	
Payment Request Documents	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 5).	

Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.
Required Dates	<p>Invoice Submitted Date (Invoice Date): Date of SF 1034 or electronic equivalent.</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office.</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 1034 Certifying Officer date.</p> <p>Finalized Acceptance (MDSE ACCPT): SF 1034 Certifying Officer date.</p>
Amounts Payable: 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.	
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.	
<p>Appropriations: As stated in the agreement or obligation document.</p> <p>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. In addition, 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>	

UTTV	Utility Payments- Tariff or Late Fee Bearing	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Utility payments where tariffs or late fees apply but not interest.		
<p>Description: Payment of cable, gas, water, sewage, and electric billing statements.</p> <p>Municipal Utility - A publicly owned corporation, or a political subdivision, that provides the public with a service or services, such as water, electricity, gas, transportation, or telecommunications.</p> <p>Public Utility – A business that furnishes an everyday necessity to the public at large. Public utilities provide water, electricity, natural gas, telephone service, and other essentials. Utilities may be publicly or privately owned, but most are operated as private businesses. Typically a public utility has a Monopoly on the service it provides. It is more economically efficient to have only one business provide the service because the infrastructure required to produce and deliver a product such as electricity or water is very expensive to build and maintain. A consequence of this monopoly is that federal, state, and local governments regulate public utilities to ensure that they provide a reasonable level of service at a fair price.</p>		
Examples: Bill from Alexandria Light and Power		
Authority	5 CFR 1315-1 FAR Subpart 32.905 Title 48 CFR 52.232-25.7.B.2(iii)	Prompt Payment Prompt Payment-Payment Documentation and Process Prompt Payment-Additional Interest Penalty
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – When state, local or foreign authorities impose generally-applicable late payment rates for utility payments (e.g., via tariffs), late-payment fees/charges must be paid in lieu of Prompt Payment Act interest when payment is made after payment due date. The Submitting Activity should review the contract/agreement, if available, to determine applicable Prompt Payment Interest or Late Fee penalties. This procedure may assist when determining which penalty applies. Most utilities will place a "late fee amount" on the utility billings as a normal business practice for all customers (residential, business, and government entities). (Title 48 CFR 52.232-25 - the additional penalty does not apply to payments regulated by other Government regulations (e.g., payments under utility contracts subject to tariffs and regulation)).	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. Late fees are due if not paid by the due date.	
Obligating Documents	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.	
Payment Request Documents	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 5).	

Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.
Required Dates	<p>Invoice Submitted Date (Invoice Date): Date of SF 1034 or electronic equivalent.</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office.</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 1034 Certifying Officer date.</p> <p>Finalized Acceptance (MDSE ACCPT): SF 1034 Certifying Officer date.</p>
Amounts Payable: 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.	
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.	
<p>Appropriations: As stated in the agreement or obligation document.</p> <p>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. In addition, 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>	

VETV	Veterinary Services for Contingency and/or Emergency Conditions	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal entity payment	
Short Description: Payment for non-routine veterinary services performed in support of public health for contingency and/or emergency conditions.		
Description: Payment for non-routine veterinary services performed in support of public health for contingency and/or emergency conditions.		
Examples: 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.		
Authority	10 USC 401	Humanitarian and Civic Assistance Provided in Conjunction with Military Operations
Program Guidance:	DoDD 6400.4	DoD Veterinary Services Program
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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.	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	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.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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 ap-		

propriation data should reflect the SFIS as outlined in the SFIS Matrix. In addition, 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).

WITV	Witness Fees	
Reimbursement Type	<input checked="" type="checkbox"/> Payment to Non-Federal Employees	
Short Description: Payment of fees to Non-Federal employees while serving as a witness in court or administrative proceedings.		
Description: Witness Fees apply to Non-Federal employees who are paid fees and allowances while serving as a witness in legal proceedings.		
Examples: 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.		
Authority	28 USC 1821 32 CFR 534.3	Per diem and mileage generally; subsistence Allowable expenses for witnesses
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input type="checkbox"/> W-2 <input checked="" type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	SF 1156, claims for witness attendance fees, invitational travel orders, invoice and receipts if applicable, certified SF 1034/OF 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 funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
Payment Request Documents	SF 1156, SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); OF 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.	
Supporting Documents (retained by Certifying Officer)	SF 1156, invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing) Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034. Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.	
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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).

EMPLOYEE REIMBURSEMENTS

ADPE	Adoption Expenses	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement (Service Members)	
Short Description: Provides for reimbursement of adoption expenses incurred by a Service member when the adoption is finalized.		
Description: 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.		
Examples: 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.		
Authority	10 U.S.C. 1052 DODI 1341.09 DoD FMR, Volume 7A, Appendix A OPNAVINST 1754.4	General Military Law Miscellaneous Rights And Benefits DOD Adoption Reimbursement Policy Reimbursement of Adoption Expenses Navy Adoption Reimbursement Policy
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF1164, 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.	
Payment Request Document	DD Form 2675 , Reimbursement Request for Adoption Expenses	

Supporting Documents (retained by certifying officer)	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.
Required Dates:	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.</p>
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
Voucher Preparation: See Page 151 of this guidebook for general instructions (Page 3 of DD 2675, Application Processing 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.	
<p>Appropriations: As stated in the Agreement or obligation document.</p> <p>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).</p>	

CCAE	Civilian Clothing Allowance
Payment Type	<input checked="" type="checkbox"/> Employee Allowance
Short Description: Allowance for civilian employee job-related clothing or uniforms.	
Description: Payments for clothing allowances approved for DoD civilians to complete job-related functions as prescribed by DoD Instruction (DoDI) 1400.25, Volume 591, and Component-issued policies and limitations. DoDI 1400.25, Volume 591 provides that employees who are required to wear uniforms may be paid a uniform allowance equal to the cost of the uniform or \$800 per year, whichever is less.	
Examples: Fire fighters, security personnel.	
Authority	<div> 10 USC 1593 5 USC 7903 DoD Instruction 1400.25, Volume 591 </div> <div> Uniform allowance: civilian employees Protective clothing and equipment DoD Civilian Personnel Management System: Uniform Allowance Rates for DoD Civilian Employees </div>
Tax Withholding	<input checked="" type="checkbox"/> N/A FITW FICA State (Must name state)
Tax Reporting	<input checked="" type="checkbox"/> N/A W-2 IRS Form 1099
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.
Obligating Documents	Approved/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.
Payment Request Documents	Approved/Certified SF 1034 or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs; approved by a duly appointed (via DD Form 577) Departmental Accountable Official (DAO) if applicable, and certified by a duly appointed Certifying Officer prior to payment (see DoD FMR Volume 5, Chapter 5 for appointment and certification policy).
Supporting Documents (retained by Certifying Officer)	Documentation sufficient to evidence the cost of any required uniforms/allowance; identifying the position(s) authorized for an allowance, the authorized allowance for the specific position(s), as well as incumbents of allowance positions (e.g. a list of uniform items and their cost required for the position).
Required Dates	Invoice Submitted Date (Invoice Date): Use prepared date of SF 1034 Invoice Received Date (INV RCVD): Date stamp of designated billing office on the SF 1034 (required per DoD FMR Volume 10, Chapter 7). Use prepared date of SF 1034 if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Use prepared date of SF 1034. Finalized Acceptance (MDSE ACCPT): Use prepared date of SF 1034

CCAE	Civilian Clothing Allowance
Amounts Payable: Approving Officials/Certifying Officers utilize approved allowance amounts for authorized positions.	
Voucher Preparation: See Page 151 of this guidebook for general instructions.	
Condition for Payment: Approval for payment by a duly appointed (DD Form 577) Certifying Officer.	
Not Payable: Amounts claimed for payment but not approved by an appointed DAO, if applicable, or not certified; amounts claimed which exceed established/authorized limits.	
Appropriations: 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. In addition, 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).	

DSSE	Miscellaneous Expenses to Defense Security Service (DSS) Agents	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description: Miscellaneous expenses to DSS agents.		
Description: Reimbursement of miscellaneous expenses to DSS agents for investigative costs.		
Examples: 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.		
Authority	DSS Headquarters Executive Order 12829 10 USC 127 DoD Directive 5105.42 Army Regulation 20-1	Authority will be cited on the claim for reimbursement. (See DoD FMR Volume 10, Chapter 11). National Industrial Security Program Emergency and extraordinary expenses Defense Security Service (DSS) Inspector General Activities and Procedures
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	OF 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.	
Payment Request Documents	Certified OF 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 5). Also see DoD FMR Volume 10, Chapter 11.	
Supporting Documents (retained by Certifying Officer)	Receipts for expense items over \$75. Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Date of OF 1164 or electronic equivalent. Invoice Received Date (INV RCVD): Date stamp of designated billing office. Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): OF 1164 Certifying Officer date. Finalized Acceptance (MDSE ACCPT): OF 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 OF 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 151 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.
<p>Appropriations: As stated in the agreement or obligation document.</p> <p>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. In addition, 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 payment will be charged to the activity's operations and maintenance funds citation provided by Defense Criminal Investigative Service Headquarters.</p>

EEOE	Employment-Related Judgments and Settlements	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description: Payment for employment-related judgments and settlements to employees.		
Description: 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.		
Examples: 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.		
Authority	5 CFR 1201 29 CFR Chapter XIV	Merit Systems Protection Board Equal Employment Opportunity Commission
Tax Withholding	<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).	
Tax Reporting	<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).	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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.	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	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.	
Required Dates	Invoice Submitted Date (Invoice Date): Date of settlement agreement or SF 1034 or electronic equivalent. Invoice Received Date (INV RCVD): Date stamp of designated billing office. Evidence Goods Tendered & Services Rendered Acknowledgment Date (MDSE DEL): SF 1034 Certifying Officer date. Finalized Acceptance (MDSE ACCPT): SF 1034 Certifying Officer	

	date.
<p>Amounts Payable: 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>Voucher Preparation: 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 151 of this guidebook for general instructions.</p>	
<p>Condition for Payment: 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>Not Payable: 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>Appropriations: As stated in the agreement or obligation document.</p> <p>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. In addition, 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>	

FIME	Funeral, Interment, & Mortuary Expenses	
Reimbursement Type:	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description: 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.		
Description: 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.		
Examples: 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 Officers adhere to provisions of their Service Regulations for guidance prior to authorizing and/or approving reimbursements for Funeral, Interment, and Mortuary Expenses.		
Authority	10 USC 1481-1488 and 1490 COMDTINST M1770.9A DoDD 1300.22 5 USC 5742	Expenses Incident to Death Military Personnel Casualties and Decedent Affairs DoD Mortuary Affairs Policy Transportation of remains, dependents, and effects
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No PPA Interest is not payable for payments made as reimbursements to military or civilian employees	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF 1164, authorized obligation documents specific to the 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.	
Payment Request Document	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); OF 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.	
Supporting Documents (retained by certifying officer)	DD Form 1375 (Request for Payment of Funeral and/or Internment Expenses), DD Form 1300 (Report of Casualty), invoices/receipts, binding agreements, approved purchase/entitlement authorization, <u>or</u> other information necessary to document and validate authorization by the appropriate mortuary affairs representative; <u>and</u> certification of funds document.	
Required Dates:	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing) Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or	

	<p>use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.</p>
<p>Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.</p>	
<p>Voucher Preparation: See Page 151 of this guidebook for general instructions.</p>	
<p>Condition for Payment: Approval for payment by the Certifying Officer.</p>	
<p>Not Payable: Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p>Appropriations: As stated in the Agreement or obligation document.</p> <p>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).</p>	

FLPE	Fees, Licenses & Permits	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description: Claims by employees for fees, licenses and permits.		
Description: 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.		
Examples: 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.		
Authority	5 USC 5757 5 USC 5945	Payment of expenses to obtain professional credentials Notary public commission expenses
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF 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 funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); OF 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.	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing) Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034. Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.	
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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).

GIFE	Gifts
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement
Short Description: Reimbursement to an employee for expenses associated with the purchase of an official gift using personal funds.	
Description: Reimbursement to an employee for expenses associated with the purchase of an official gift using personal funds.	
Examples: Reimbursing an employee who purchased an official gift.	
Authority:	<div> DoDI 7250.13 OSD Memorandum July 28, 2010 </div> <div> Use of Appropriated Funds for Official Representation Purposes Official Representation Funds </div>
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.
Obligating Documents	Certified SF 1034/OF 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 funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); OF 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.
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.
Required Dates	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.</p>
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices. Please refer to "Authority" section for spending limitations.	
Voucher Preparation: See Page 151 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).

LGLE	Legal Claims	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description: Payment of claims approved by a settlement authority under any one of a variety of claims acts.		
Description: 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.		
Examples:		
Authority	28 USC 1346(b), 2671, 2680 31 USC 3721b 10 USC 2733 32 USC 715	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
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCT) date.	
Obligating Documents	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.	
Payment Request Documents	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 5).	
Supporting Documents (retained by Certifying Officer)	Settlement agreement, court order, and/or memorandum, Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Date of SF 1034 or electronic equivalent. Invoice Received Date (INV RCVD): Date stamp of designated billing	

	<p>office.</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): SF 1034 Certifying Officer date.</p> <p>Finalized Acceptance (MDSE ACCPT): SF 1034 Certifying Officer date.</p>
<p>Amounts Payable: 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>Voucher Preparation: 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 151 of this guidebook for general instructions.</p>	
<p>Condition for Payment: As stipulated in the settlement agreement or Federal Court order. Approval for payment by the Certifying Officer.</p>	
<p>Not Payable: 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>Appropriations: As stated in the agreement or obligation document.</p> <p>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. In addition, 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>	

MEDE	Medical Services Provided by Civilian Non-Federal Sources	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description: Reimbursement for medical services provided by civilian Non-Federal sources for examinations to determine an employee's fitness for duty.		
Description: 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.		
Examples: Reimbursement for medical services provided by civilian Non-Federal sources for examinations to determine an employee's fitness for duty.		
Authority	10 USC 1071, 1085 DoD FMR Volume 10, Chapter 12	Civilian Health and Medical Program of the Uniformed Services (TRICARE) Miscellaneous Payments
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified OF 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.	
Payment Request Documents	OF 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 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164 if invoice date is missing). Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164. Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: The claimant prepares an OF 1164. If a voucher other than OF 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 151 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. In addition, 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.

MISE	Miscellaneous Payment - Employee	
Reimbursement Type	<input checked="" type="checkbox"/> Federal entity payment	
Short Description: Payment requests that may be service specific or undefined as a miscellaneous payment codes. NOTE: Please contact the DFAS-Tax Office-Send the requests to cco-1099@dfas.mil/614-701-2475 prior to completing the claim/request for reimbursement for tax reporting guidance.		
Description: Payment requests for which there are no applicable "Abbreviated Payment Code". These requests may be service/DoD agency specific with infrequent use.		
Examples: Payments request may cite MOUs/MOAs.		
Authority	<i>References will be provided by submitting activity for Audit Readiness. Authority reference will be cited on the payment request document.</i>	
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state) NOTE: Please contact the DFAS-Tax Office-Send the requests to cco-1099@dfas.mil/614-701-2475 prior to completing the claim/request for reimbursement for tax reporting guidance.	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034, OF 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.	
Payment Request Documents	SF 1034, OF 1164 or other authorized documents certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); or any other DoD Standard Forms used to support miscellaneous payments and that may be required by Component's SOPs.	
Supporting Documents (required by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	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.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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. In addition, 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).

MWRE	Morale, Welfare, Recreation, and General Entertainment Expenses	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description: Reimbursement of approved expenses for morale and welfare services.		
Description: Reimbursement of approved expenses for morale and welfare services.		
Examples: PCS lodging expenses paid to employee for personnel and/or dependents because on-base housing was not available upon arrival.		
Authority	JTR. <i>Authority references must be customized according to the claim for reimbursement by the submitting activity.</i>	Joint Federal Travel Regulations for PCS moves. Employee must submit claim to approving activity for reimbursement.
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30.	
Obligating Documents	Certified OF 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.	
Payment Request Documents	OF 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 5).	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164 if invoice date is missing). Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgment Date (MDSE DEL): Date of delivery or service indicated on OF 1164. Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164.	
Amounts Payable: 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.		
Voucher Preparation: The claimant prepares an OF 1164. If a voucher other than OF 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 151 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. In addition, 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).

OREE	Official Representation Funds (ORF) Entertainment	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description: Employee reimbursement of Official Representation Funds (ORF) Entertainment expenses.		
Description: Used to host official receptions, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States and the Department of Defense for the purpose of maintaining the standing and prestige of the United States and the Department of Defense to include entertainment activities.		
Examples: Official Representation of Funds for entertainment can be used as defined in the DoD authority below.		
Authority	DODI 7250.13 DoD FMR Volume 10, Chapter 12 SECNAVINST 7042.7K	Use of Appropriated Funds for Official Representation Purposes Miscellaneous Payments DON Instruction on use of ORF
Tax Withholding (<i>applicable to employees</i>)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF 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 funds availability for the intended purpose. For obligations see DoDFMR Volume 3, Chapter 8 .	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoDFMR Volume 5, Chapter 5); OF 1164 (see DoDFMR Volume 10, Chapter 11); or any other DoD forms used to support miscellaneous payments and that may be required by Component's SOPs.	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not en-</p>	

	tered on the OF 1164/SF 1034.
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
Voucher Preparation: See page 151 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. In addition, 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).	

ORGE	Official Representation Funds (ORF) Gift and Mementos	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description: Employee reimbursement of Official Representation Funds (ORF) Gift and Mementos expenses		
Description: Used to host official receptions, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States and the Department of Defense for the purpose of maintaining the standing and prestige of the United States and the Department of Defense.		
Examples: Official Representation of Funds can be used as defined in the authority below.		
Authority	DODI 7250.13 DoD FMR Volume 10, Chapter 12 SECNAVINST 7042.7K	Use of Appropriated Funds for Official Representation Purposes Miscellaneous Payments DON Instruction on use of ORF
Tax Withholding (<i>applicable to employees</i>)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCT) date.	
Obligating Documents	Certified SF 1034/OF 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 funds availability for the intended purpose. For obligations see DoDFMR Volume 3, Chapter 8 .	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoDFMR Volume 5, Chapter 5); OF 1164 (see DoDFMR Volume 10, Chapter 11); or any other DoD forms used to support miscellaneous payments and that may be required by Component's SOPs.	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.</p>	
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		

Voucher Preparation: See page 151 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. In addition, 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).

PATE	Patents, Copyrights, and Designs	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description: Claims by employees for patents, copyrights, designs, processes and manufacturing data that were developed prior to employment.		
Description: 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.		
Examples: An employee has copyrights, prior to employment for a systems related training manual to be used by various Components.		
Authority:	10 USC 2386	Patents, Copyrights, and Designs
Tax Withholding	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> FITW <input checked="" type="checkbox"/> FICA <input checked="" type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF 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 funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office(see DoD FMR Volume 5, Chapter 5); OF 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	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement (patents, copyrights, designs, processes and manufacturing data), receipts, an approved purchase or entitlement authorization, and certification of funds document.	
Required Dates	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of SF 1034/OF 1164 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 1034/OF 1164 or use invoice date if delivery date is not entered on SF 1034/OF 1164.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on SF 1034/OF 1164 or use invoice date if acceptance date is not entered on the SF 1034/OF 1164.</p>	
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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).

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. In addition, 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).

RENE	Lease and Rental Agreements	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description: Reimbursement to a Federal employee who secured the lease/rental services and equipment from a local business for a few hours for the Government's benefits using personal funds.		
Description: Federal Entity payment for the lease or rental of property and/or equipment from a local business 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.		
Examples: Reimbursement to an employee (using personal funds) who secured the lease or rental of a backhoe and the operator to facilitate an emergency repair of a water main leak causing interrupted ser-		
Authority:	DoD FMR Volume 10, Chapter 12 10 USC 2667	Payment As Reimbursement For Personal Expenditures Leases: Non-Excess Property of Military Departments and Defense Agencies
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF 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 funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); OF 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.	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgment Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.</p>	
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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).

RERE	Room and Board for Dependent Children	
Reimbursement Type:	<input checked="" type="checkbox"/> Employee Reimbursement	
<p>Short Description: Reimbursement of the cost of room and board to sponsors of dependent children when they require room and board away from their domicile.</p>		
<p>Description: 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.</p>		
<p>Examples: 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.</p>		
Authority	5 USC 5924 (4) (A) DOD FMR Volume 10, Chapter 11 DODEA Regulation 1342.13	Government Organizations and Employees Payment as Reimbursement for Personal Expenditures Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF1164, 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.	
Payment Request Document	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); OF 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.	
Supporting Documents (retained by certifying officer)	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.
Required Dates:	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.</p>
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
Voucher Preparation: See Page 151 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.	
<p>Appropriations: As stated in the agreement or obligating document.</p> <p>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).</p>	

REUE		Title: Utility Reconnection Fees
Reimbursement Type:		<input checked="" type="checkbox"/> Employee Reimbursement
Short Description: Provide reimbursement to authorized personnel for reconnection fees associated with a directed move between government housing/or local off-base housing.		
Description: Employees are often directed to move between government housing (barracks/dormitory/base housing units) and 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.		
Examples: 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.		
Authority	DoD FMR Volume 10 Chapter 12 31 USC 1348 (B-187833 1977)	Miscellaneous Payments Telephone and Installation Charges
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No PPA Interest is not payable for payments made as reimbursements to military or civilian employees	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCT) date.	
Obligating Documents	Certified SF 1034/OF 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 funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
Payment Request Document	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); OF 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.	
Supporting Documents (retained by certifying officer)	Special orders, invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates:	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing) Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034. Finalized Acceptance (MDSE ACCT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.	
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		

Voucher Preparation: See Page 151 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).

RSPE	Respite Care	
Reimbursement Type	Employee Reimbursement <i>Generally may be more appropriate for payment by GPC or contract.</i>	
Short Description: Provide for payment of rest periods for family members caring for those with disabilities.		
Description: 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.		
Examples: 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.		
Authority:	DoD Instruction 1341.12 DoD Directive 1342.19	Special Compensation for Assistance With Activities of Daily Living (SCAADL) Family Care Plans
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF1164, 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.	
Payment Request Document	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); OF 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.	
Supporting Documents (retained by certifying officer)	DD Form 2792, invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	

Required Dates:	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgment Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.</p>
<p>Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices. See DoDI 1342.12 for cost calculations.</p>	
<p>Voucher Preparation: See Page 151 of this guidebook for general instructions.</p>	
<p>Condition for Payment: Approval for payment by the Certifying Officer</p>	
<p>Not Payable: Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p>Appropriations: As stated in the Agreement or obligation document</p> <p>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).</p>	

<u>SPLE</u>	Spouse License Reimbursement	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
<p>Short Description: Reimbursement of qualifying spouse relicensing costs incident to a members permanent change of station or assignment</p> <p>Description: As authorized by Title 37, U.S.C. 453, the Secretary concerned may reimburse a member of the uniformed services for qualified relicensing costs of the spouse of the member when the member is reassigned, either as a permanent change of station or permanent change of assignment, between duty stations located in separate jurisdictions with unique licensing or certification requirements and authorities; and the movement of the member's dependents is authorized at the expense of the United States as part of the reassignment.</p> <p>Reimbursement provided to a member may not exceed \$1,000 in connection with each reassignment described in the paragraph above.</p> <p>No reimbursement may be provided under this authority for qualified relicensing costs paid or incurred after December 31, 2024.</p> <p>The term "qualified relicensing costs" means costs, including exam, continuing education courses, and registration fees, incurred by the spouse of a member if the spouse was licensed or certified in a profession during the member's previous duty assignment and requires a new license or certification to engage in that profession in a new jurisdiction because of movement described above in connection with the member's change in duty location pursuant to reassignment; and, the costs were incurred or paid to secure or maintain the license or certification from the new jurisdiction in connection with such reassignment.</p> <p>Examples: teaching certificates, attorney license, realtor license, etc.</p>		
Authority	<u>37 U.S.C. 453(g)</u>	Allowable Travel and Transportation: specific authorities
Tax Withholding	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible.	
Obligating Documents	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.	
Payment Request Documents	Approved/Certified SF 1034, or any other DoD Standard Forms used to support miscellaneous payments and that may be required by the Component's SOPs; approved by a duly appointed (via DD Form 577) Departmental Accountable Official (DAO) if applicable, and certified by a duly appointed Certifying Officer prior to payment (see DoD FMR Volume 5, Chapter 5 for appointment and certification policies).	
Supporting Documents (retained by Certifying Officer)	SF1034 or electronic equivalent, copy of PCS orders, copy of spouse's previous state license or certification that was valid at the previous station, copy of new state license or certification, proof of fee payment, copy of marriage certificate and or other required documentation designated by service or agency	

Required Dates	<p>Invoice Submitted Date (Invoice Date): Use prepared date of SF 1034 or other authorized DoD Form (or electronic equivalent).</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (required per DoD FMR Volume 10, Chapter 7 upon receipt). Use prepared date of SF 1034 if the date stamp is missing.</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Use prepared date of SF 1034, or other authorized DoD Form (or electronic equivalent).</p> <p>Finalized Acceptance (MDSE ACCPT): Use prepared date of SF 1034, or other authorized DoD Form (or electronic equivalent).</p>
<p>Amounts Payable: Approving Officials may approve payment for costs incurred, not to exceed \$1,000, that are supported by receipts/invoices.</p>	
<p>Voucher Preparation: See Page 150 of this guidebook for general instructions.</p>	
<p>Condition for Payment: Approval for payment by a duly appointed (DD 577) Certifying Officer.</p>	
<p>Not Payable: Amounts claimed for reimbursement but not approved or certified, amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p>Appropriations: As stated in the agreement or obligation document.</p> <p>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).</p>	

<u>SUGE</u>	Award for Suggestion	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description:	Award payments for suggestions, inventions, and achievements.	
Description:	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.	
Examples:	Payments for suggestions, inventions, and achievements.	
Authority	DoD 1400.25-M DoD 1400.25-M Subchapter 451.8.4	DoD Civilian Personnel Management System, Subchapter 451, Awards Awards to Military Members
Tax Withholding	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> FITW <input checked="" type="checkbox"/> FICA <input checked="" type="checkbox"/> State (Must name state)	
Tax Reporting	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified OF 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.	
Payment Request Documents	OF 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 5).	
Supporting Documents (retained by Certifying Officer)	Suggestion award certificate. Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Prepared date of OF 1164. Invoice Received Date (INV RCVD): Date stamp of designated billing office. Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): OF 1164 Certifying Officer date. Finalized Acceptance (MDSE ACCPT): OF 1164 Certifying Officer date.	
Amounts Payable: Approving Officials may approve payment for reasonable amounts that are supported by receipts/invoices.		
Voucher Preparation: Upon approval of an award, the Executive Secretary of the Suggestion Awards Committee prepares, certifies, and submits the OF 1164 (plus a copy of the Suggestion Award Certificate) to the disbursing office. See Page 151 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. In addition, 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).

IRAE	Transportation Incentive Program (TIP)	
Reimbursement Type	Employee Reimbursement	
Short Description: Payments to employees for transit costs incurred in their local commute to and from the workplace or designated telework center.		
Description: The Transportation Incentive Program (TIP) 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 or- ganizational approval.		
Examples: 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.		
Authority	26 USC 132 5 USC 7905 Executive Order 13150 DoDI 1000.27	Certain Fringe Benefits Programs to Encourage Mass Commuting Transportation Fringe Benefit Program Mass Transportation Benefit Program (MTBP)
Tax With- holding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Report- ing	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Man- agement Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Obligating document will be DD Form 2845 , US DoD Mass Transportation Benefit Program Application, transit vouchers, passes; van pool receipts or other authorized Agency forms. Certified SF 1034/OF1164, authorized obligation documents specific to their ser- vice/agency or GSA or DoD forms specific for authorization of a claim that contains the cer- tification of funds availability for the intended purpose. For information regarding obligations see DoD FMR Volume 3.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); OF 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.	
Supporting Documents (retained by Certifying Officer)	DD Form 2845, transit vouchers, transit passes, van pool receipts, invoice, binding agree- ment, and approved purchase or entitlement authorization and certification of funds docu- ment.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing) Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE	

	<p>DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.</p>
<p>Amounts Payable: 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>Voucher Preparation: See Page 151 of this guidebook for general instructions.</p>	
<p>Condition for Payment: Approval for payment by the Certifying Officer.</p>	
<p>Not Payable: Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p>Appropriations: As stated in the Agreement or obligation document.</p> <p>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).</p>	

TRNE	Training /Education Expenses (Non-Contract)	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
<p>Short Description: 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>Description: Training /Education Expenses (Non-Contract) Paid to Employees 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>Examples: Payments made to employees civilian or military who attend training</p>		
Authority	10 U.S.C. 2396 5 U.S.C. 4109	Authorizes advance and reimbursement tuition payments for Employees. Expenses of Training
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	SF 182, certified SF 1034/OF 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 funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
Payment Request Document	SF 182 Authorization, Agreement and Certification of Training, SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); OF 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.	
Supporting Documents (retained by certifying officer)	SF 182, invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates:	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of SF 182, OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p>	

	<p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on SF 182, OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on SF 182, OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the SF 182, OF 1164/SF 1034.</p>
<p>Amounts Payable: 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>Voucher Preparation: See Page 151 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>Condition for Payment: Approval for payment by Certifying Officer</p>	
<p>Not Payable: Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p>Appropriations: As stated in the agreement or obligating document.</p> <p>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).</p>	

<u>VETE</u>	Veterinary Services	
Reimbursement Type	<input checked="" type="checkbox"/> Employee Reimbursement	
Short Description: Reimbursement for veterinary health services.		
Description: 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.		
Examples: 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.		
Authority	10 USC 401	Humanitarian and Civic Assistance Provided in Conjunction with Military Operations
Program guidance:	DoDD 6400.4	DoD Veterinary Services Program
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF 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 funds availability for the intended purpose. For obligations see DoD FMR Volume 3, Chapter 8.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); OF 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.	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.</p>	
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.		
Voucher Preparation: See Page 151 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).

INTER/INTRA-GOVERNMENTAL

EGPI	Foreign Government Payments (Formerly Acquisition Cross-Servicing Agreements)	
Reimbursement Type	<input checked="" type="checkbox"/> Foreign Government Reimbursement	
Short Description: Payments for logistical support, supplies and services during exercises, training or emergency situations.		
Description: Payments for goods or services to eligible countries and international organizations that provide logistical support, supplies and services during exercises, training or emergency situations.		
Examples: Purchases include, but are not limited to, food, water, billeting, transportation, laundry services.		
Authority	10 USC 2341-2350 10 USC 2306 DoD Directive 2010.9 DoD Directive 5530.3 DoD FMR Volume 11A, Chapter 8	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
Tax Withholding	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	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.	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoD FMR Volume 5, Chapter 5); OF 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.	
Supporting Documents (retained by Certifying Officer)	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.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing) Invoice Received Date (INV RCVD): Date stamp of designated billing	

	<p>office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.</p>
<p>Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.</p>	
<p>Voucher Preparation: See Page 151 of this guidebook for general instructions.</p>	
<p>Condition for Payment: Approval for payment by the Certifying Officer.</p>	
<p>Not Payable: Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.</p>	
<p>Appropriations: As stated in the Agreement or obligation document.</p>	
<p>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).</p>	

NFGI	Payments to Non-Federal Government - Intergovernmental	
Reimbursement Type	<input checked="" type="checkbox"/> Non-Federal Intergovernmental entity payment	
Short Description: Payments to Non-Federal Government - Intergovernmental		
Description: Payments to Non-Federal Government entities for services rendered or items purchased for the Federal Government.		
Examples: Includes, but is not limited to, payment directly to state and local governments or through organizations funded by state or local governments, e.g., public universities, state hospitals, etc. Non-profits and private universities are considered vendors. Payments may include police, fire and ambulance services.		
Authority	10 USC 2465 48 CFR 237.102-70	Fire Fighting – Security Guards Fire Fighting – Security Guards
(11) Tax Withholding (applicable to employees)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
(12) Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
(13) Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
(14) Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
(15) Obligating Documents	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 funds availability for the intended purpose. For obligations see DoDFMR Volume 3, Chapter 8 .	
(16) Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoDFMR Volume 5, Chapter 5); OF 1164 (see DoDFMR Volume 10, Chapter 11); or any other DoD forms used to support miscellaneous payments and that may be required by Component's SOPs.	
(17) Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
(18) Required Dates	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.</p>	

(19) Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.
(20) Voucher Preparation: See page 151 of this Guidebook for general instructions.
(21) Condition for Payment: Approval for payment by the Certifying Officer.
(22) Not Payable: Amounts claimed for reimbursement but not certified; amounts claimed for reimbursement and certified which exceed established limits.
(23) Appropriations: As stated in the Agreement or obligation document.
(24) 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. In addition, 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).

<u>OREI</u>	Official Representation Funds (ORF) Entertainment	
Reimbursement Type	<input checked="" type="checkbox"/> Intergovernmental entity payment	
Short Description: Payment of Official Representation Funds (ORF) Entertainment to government entities.		
Description: Used to host official receptions, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States and the Department of Defense for the purpose of maintaining the standing and prestige of the United States and the Department of Defense to include entertainment activities.		
Examples: Official Representation of Funds for entertainment can be used as defined in the DoD authority below.		
Authority	DODI 7250.13 DoD FMR Volume 10, Chapter 12 SECNAVINST 7042.7K	Use of Appropriated Funds for Official Representation Purposes Miscellaneous Payments DON Instruction on use of ORF
Tax Withholding (<i>applicable to employees</i>)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF1164, 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 DoDFMR Volume 3, Chapter 8 .	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoDFMR Volume 5, Chapter 5); OF 1164 (see DoDFMR Volume 10, Chapter 11); or any other DoD forms used to support miscellaneous payments and that may be required by Component's SOPs.	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing) Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.	

	Finalized Acceptance (MDSE ACCPT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
Voucher Preparation: See page 151 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. In addition, 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).	

<u>ORGI</u>	Official Representation Funds (ORF) Gift and Mementos	
Reimbursement Type	<input checked="" type="checkbox"/> Intergovernmental entity payment	
Short Description: Payment of Official Representation Funds (ORF) Gift and Mementos to government entities.		
Description: Used to host official receptions, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States and the Department of Defense for the purpose of maintaining the standing and prestige of the United States and the Department of Defense.		
Examples: Official Representation of Funds can be used as defined in the authority below.		
Authority	DODI 7250.13 DoD FMR Volume 10, Chapter 12 SECNAVINST 7042.7K	Use of Appropriated Funds for Official Representation Purposes Miscellaneous Payments DON Instruction on use of ORF
Tax Withholding (<i>applicable to employees</i>)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099	
Prompt Pay Interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cash Management Rule	<input checked="" type="checkbox"/> Pay as soon as possible. <input type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCT) date.	
Obligating Documents	Certified SF 1034/OF 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 funds availability for the intended purpose. For obligations see DoDFMR Volume 3, Chapter 8 .	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoDFMR Volume 5, Chapter 5); OF 1164 (see DoDFMR Volume 10, Chapter 11); or any other DoD forms used to support miscellaneous payments and that may be required by Component's SOPs.	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	<p>Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing)</p> <p>Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing).</p> <p>Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034.</p> <p>Finalized Acceptance (MDSE ACCT): Date of acceptance indicated on OF 1164/SF 1034 or use invoice date if acceptance date is not en-</p>	

	tered on the OF 1164/SF 1034.
Amounts Payable: Approving Officials may approve payment for reasonable costs that are supported by receipts/invoices.	
Voucher Preparation: See page 151 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. In addition, 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).	

<u>POSI</u>	Postage, Government Entity	
Reimbursement Type	Non-Federal payment <i>Generally may be more appropriate for payment by GPC</i>	
Short Description: The purchase of metered mail services from a government entity.		
Description: The purchase of metered mail services from a government entity. (Does not include small parcels, as customers will use the DoD-approved third-party payment system to pay for these shipments.)		
Examples: USPS and postage expenditures. (Equipment rentals are contractual).		
Authority	DoD Directive 4525.6-M DoD FMR Volume 10, Chapter 16	Department of Defense Postal Manual Payment for Postal Services and Small Package Delivery Costs
Tax Withholding (<i>applicable to employees</i>)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> FITW <input type="checkbox"/> FICA <input type="checkbox"/> State (Must name state)	
Tax Reporting	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> W-2 <input type="checkbox"/> IRS Form 1099 Equipment rental is subject to tax reporting.	
Prompt Pay Interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Equipment rental is subject to Prompt Pay interest if paid late and in arrears.	
Cash Management Rule	<input type="checkbox"/> Pay as soon as possible. <input checked="" type="checkbox"/> Pay by day 30 from the Finalized Acceptance (MDSE ACCPT) date.	
Obligating Documents	Certified SF 1034/OF1164, 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 DoDFMR Volume 3, Chapter 8 .	
Payment Request Documents	SF 1034 certified by Certifying Officer external to payment office (see DoDFMR Volume 5, Chapter 5); OF 1164 (see DoDFMR Volume 10, Chapter 11); or any other DoD forms used to support miscellaneous payments and that may be required by Component's SOPs.	
Supporting Documents (retained by Certifying Officer)	Invoice, binding agreement, receipts, and approved purchase or entitlement authorization and certification of funds document.	
Required Dates	Invoice Submitted Date (Invoice Date): Invoice date (use prepared date of OF 1164/SF 1034 if invoice date is missing) Invoice Received Date (INV RCVD): Date stamp of designated billing office (use invoice date if the date stamp is missing). Evidence Goods Tendered & Services Rendered Acknowledgement Date (MDSE DEL): Date of delivery or service indicated on OF 1164/SF 1034 or use invoice date if delivery date is not entered on OF 1164/SF 1034. Finalized Acceptance (MDSE ACCPT): Date of acceptance indi-	

	cated on OF 1164/SF 1034 or use invoice date if acceptance date is not entered on the OF 1164/SF 1034.
Amounts Payable: Approving officials may approve payment for reasonable costs that are supported by receipts/invoices	
Voucher Preparation: See page 151 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).	

Voucher Preparation Instructions

SF 1034		OF 1164		Common Data Element
Block Name	Enter Data	Block Name	Enter Data	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION	Applicable DoD organization address, including full ZIP Code, where voucher was prepared	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE	Applicable DoD organization address, including full ZIP Code, where voucher was prepared	Department, Bureau, or establishment and location
VOUCHER NO.	To be input by the disbursing office	2. VOUCHER NUMBER	To be input by the disbursing office	Voucher No.
SCHEDULE NO.	N/A	3. SCHEDULE NUMBER	N/A	Schedule No.
CONTRACT NUMBER AND DATE	If available			
PAYEE'S NAME AND ADDRESS	Payee's name and address. (Taxpayer Identification Number must be registered with DoD)	4a. NAME	Enter payee's name in format stated.	Payee's name and address. (Taxpayer, identification number must be registered with DoD).
		4b. SOCIAL SECURITY NUMBER	Enter payee's Social Security Number.	
		4c. MAILING ADDRESS	Enter payee's mailing address and banking information (bank's routing number and the payee's personal account number), or provide SF1199A or appropriate substitute form for providing banking/account information.	
REQUISITION NUMBER AND DATE	If available			
		4d. OFFICE TELEPHONE NUMBER	Enter the payee's office telephone number.	
DATE INVOICE RECEIVED	Date invoice/payment request is received by the designated billing office			
PAID BY	To be input by the dis-	5. PAID BY	To be input by the	Paid By

SF 1034		OF 1164		Common Data Element
Block Name	Enter Data	Block Name	Enter Data	
	disbursing office		disbursing office	
DISCOUNT TERMS	If applicable	6a. DATE	Type beginning and ending dates that the entitlement period covers.	
PAYEE'S ACCOUNT NUMBER	N/A			
SHIPPED FROM/TO/WEIGHT	If applicable			
GOVERNMENT B/L NUMBER	If applicable			
NUMBER AND DATE OF ORDER	Enter sufficient information to describe the merchandise purchased.	6b. CODE	Enter appropriate code.	
DATE OF DELIVERY OR SERVICE		6c. FROM	Explanation of expenditures.	
ARTICLES OR SERVICES		6d. TO		
			6e. NO. OF MILES	Complete if appropriate.
		6f. MILEAGE		
		6g. FARE OR TOLL		
		6h. ADD PERSONS		
		6i. TIPS AND MISCELLANEOUS	Enter the amount(s) claimed.	
QUANTITY	Number purchased			
UNIT PRICE: COST/PER	Price per unit of measure			
AMOUNT	Amount claimed	7. AMOUNT CLAIMED	Enter the total amount claimed.	AMOUNT CLAIMED
		8. APPROVING OFFICIAL SIGN HERE	This block must be completed (typed name, position, telephone number and signature and affix date of signing action) by the Approving Official within the approval process.	
		9. AUTHORIZED CERTIFYING OFFICER SIGN HERE	This block must be completed (typed name, position, telephone number and signature and affix date of signing action) by the certification officer, appointed by appropriate authority,	

SF 1034		OF 1164		Common Data Element
Block Name	Enter Data	Block Name	Enter Data	
			having authority to certify the type of payment being claimed.	
TOTAL	Total amount allowed			
		10. CLAIMANT SIGN HERE	The payee (claimant) signs and affixes date of signing action)	Date voucher prepared
PAYMENT	Check appropriate box			
APPROVED FOR	To be input by the entitlement office	11. CASH PAYMENT RECEIPT	Leave blank	
EXCHANGE RATE				
DIFFERENCES				
BY				
TITLE				
(Signature or initials)				
ACCOUNTING CLASSIFICATION	Long line of accounting	ACCOUNTING CLASSIFICATION	Affix full line of accounting classification that is funding the expenditure (see DFAS-IN 37-100 for specific details). NOTE: The Miscellaneous Payments SOP is not to be used as a reference in creating the accounting classification).	LOA
CHECK NUMBER/ON TREASURER OF THE UNITED STATES	To be input by the disbursing office			
CHECK NUMBER/ON (Name of bank)				
CASH/DATE				
PAYEE				
FOR				
TITLE				