

Optional Form (OF) 1164

Claim for Reimbursements for Expenditures on Official Business

Use: The OF-1164 is a payment mechanism used to reimburse employees for official expenses. As of October 2016, the Standard Form (SF) 1164 was changed to Optional Form (OF) 1164.

To avoid any processing delays, please note the following instructions:

1. These instructions were developed for specific agencies of the USDA, currently APHIS and GIPSA. If you work for an agency other than APHIS or GIPSA, please check with your agency for their requirements.
2. Receipts for all items and services over **\$75.00** are required and should be attached.
3. The following information is required in order to ensure timely reimbursements:
The FMMI Obligation/Payment Request Cover Sheet, an optional form, provides a breakdown of all required information, including required accounting elements, which may be attached and sent with the OF 1164 for processing. The cover sheet is located at: [FOST Forms](#)
 - a. Block 1: Complete name and address of office handling the OF-1164 for the employee (i.e. OF1164 contact).
 - b. Block 4: Provide your complete legal name (as it appears on your salary payment), FMMI Vendor Number, complete home mailing address, and office phone number of OF-1164 contact.
 - c. Block 6: Must contain dates of service, *detailed* description, and amount of expenditures in appropriate columns (In general, services *cannot* be paid in advance).
 - d. Blocks 8 & 10: Approving official and claimant must provide signatures and dates in appropriate boxes. Please print the approving official name below the signature if it's difficult to read.
 - e. Accounting Classification Block (at the bottom of the form): Must provide valid Fund, Fund Center, Functional Area, WBS Element, Budget Period, and Budget Object Code(s) (BOCs) for each accounting element breakdown, if applicable.
4. Please be mindful not to submit an OF-1164 twice, or your accounting code may be charged twice.
5. USDA staff only:
 - a. **APHIS & GIPSA**, the preferred method of submission is **email**, however 1164 may be sent via **mail, or fax** at the address or fax number, obtained from [Contact Us](#), or the agency email directory. The instructions for electronic submission, can be found on the FOST obligations and Payments page. Electronic submissions may be sent to: fost@aphis.usda.gov .
 - b. To determine who to contact for 1164s, please visit [Contact Us](#) for employee phone numbers or the agency email directory for employee email addresses.