

Course Reimbursement Process

Step 1 – Documentation:

- ✓ Retain a copy of your course completion certificate along with receipts for any costs related to the course you incurred.

Step 2 – Submit Claim for Reimbursement:

- ✓ Obtain Optional Form (OF) 1164. (Enlisted/Officer specific)
 - Blank copies available on the Wing Safety SharePoint site.
- ✓ Fill out blocks 4a – d
 - Block a. Self-explanatory
 - Block b. full SSN
 - Block c. Self-explanatory
 - Block d. Self-explanatory
- ✓ Annotate total cost of course in block 6i.
 - Amount entered **must match receipts** or it will be rejected.

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE		2. VOUCHER NUMBER					
		354 COMPTROLLER SQUADRON 354 BROADWAY AVE BLDG 3112 SUITE 4B EIELSON AFB, AK 99702							
				3. SCHEDULE NUMBER					
<i>Read the Privacy Act Statement on the back of this form.</i>									
CLAIMANT	4. a. NAME (Last, first, middle initial)		b. EMPLOYEE ID NUMBER						
	c. MAILING ADDRESS (Include ZIP Code)		d. OFFICE TELEPHONE NUMBER						
6. EXPENDITURES (If fare or toll claimed in column (g) exceeds charge for one person, show in column (h) the number of additional persons which accompanied the claimant.)									
DATE	C O D E	Show appropriate code in column (b):		MILEAGE RATE	AMOUNT CLAIMED				
(a)		(b)	(c) FROM	(d) TO	(e)	(f)	(g)	(h)	(i)
2021	C	A - Local Travel B - Telephone or Telegraph C - Other expenses (itemized)	D. Funeral Honors Detail E. Specialty Care	(Enter Whole Numbers Only)					
		<i>(Explain expenditures in specific detail.)</i>							
	C	DEPARTMENT OF COMMERCE	SPOUSE RE-LICENSURE/RE-CERTIFICATION REIMBURSEMENT						

Full SSN

Cost

- ✓ Digitally sign in block 10
- ✓ Submit completed OF 1164, a copy of your training certificate and all receipts to the **Budget Office** Located in bldg. 3112 (Amber Hall), just before you enter the finance customer service area.

For any questions please contact the Budget Office by phone at 377-3953/2379 or via email at

354CPTS.FMA.BudgetOffice@us.af.mil