

Instructions for Completing Optional Form 1164

Claim for Reimbursement for Training Expenditures on Official Business

1. General Guidance

Claimant must submit an Optional Form 1164 to receive reimbursement for training expenditures on Official Business.

2. Preparing a Claim

a. Claimant will prepare the Optional Form 1164 and submit required receipts.

b. Submit the original or copied form. One record copy should be retained by the originator/claimant.

Block 1 – Enter Center name.

Block 4a – Enter full name.

Block 4b – Enter your Employee Number.

Block 4c – Enter mailing address.

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

Block 6a – Enter date of expenditure.

Block 6b – Enter appropriate code for expenditure.

Block 6c & 6d – List expenditures with a suitable explanation as to the nature of the expense. Receipt for the expenditure is to be attached. For Offsite Training Request include SF182 number and training dates.

Block 6i – Enter the amount claimed.

Block 7 – Fill in the total amounts claimed.

Block 8 – The NASA Shared Services Center (NSSC) Training Administration Team will sign in Block 8.

Block 9 – The NASA Shared Services Center (NSSC) Training Administration Certifying Officer will sign in Block 9.

Block 10 – Claimant's signature and date.

3. Processing Claims

Claims will be returned if all signature blocks are not completed. Reimbursements will be deposited in the learner's payroll banking account via electronic funds transfer.

NSSC Website: <https://www.nssc.nasa.gov/trainingreimbursement>