Instructions for Completing Optional Form 1164
Claim for Reimbursement for Expenditures on Official Business

1. General Guidance
Claimant must submit a Optional Form 1164 to receive reimbursement for 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. Failure to furnish receipts, when applicable, is to be fully
   explained on the form.

   Block 6i – Enter the amount claimed.

   Block 7 – Fill in the total amounts claimed.

   Block 8 – Obtain the signature of your Supervisor.

   Block 9 – The NASA Shared Services Center (NSSC) Accounts Payable 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. Claims must be submitted to the
designated Center Approving Official for processing. The Center Approving Official will review for
appropriateness of expenditures and accuracy and will submit to the NSSC for processing the payment
of the claim.