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

1. General Guidance
Claimant must submit an Optional Form 1164 to receive reimbursement for expenditures for training.

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 ID 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 Code C - Other expenses (itemized).
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 (electronic) signature of your Supervisor or Training Specialist as the Approving Official.
Block 10 – Claimant’s (electronic) signature and date.
* Note – if electronic signature is not available for blocks 8 and/or 10, user will need to print out and obtain physical signature(s) prior to submission

3. Processing Claims
Claims will be returned if all signature blocks are not completed. Claims must be submitted to the Center Training Office (CTO) for processing. The CTO will review for appropriateness of expenditures and accuracy and will submit to the NASA Shared Services Center (NSSC) for payment of claim.