



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
JAPAN
Unit 5072 APO AP 96328-5072

SOP #12

PACIFIC

July 12, 2005

MEMORANDUM TO ALL ADMINISTRATORS

SUBJECT: Submission of 1164 - Claim for Reimbursement

Please remind teachers and/or specialists whose responsibilities/ assignments are to support two or more schools in your complex; and who use their POVs to travel between schools on official business, must file a form 1164 reimbursement voucher to claim reimbursement of expenses incurred for this required travel. The 1164 voucher must be submitted on a *'monthly basis'* and the following procedures must be followed:

- Complete SF 1164, Revised 11-77, Claim for Reimbursement for Expenditures on Official Business. The completed form must be emailed as a PDF, or hard copy mailed, or faxed to the Chief of Logistics, Japan District Superintendent's Office.
- The SF 1164 must be filed on a monthly basis IAW JTR VOL 2, C5005. Do not accumulate trips for more than one month before filing.
- Clearly indicate each trip by date, destination and if one way or round trip.
- Identical subsequent trips may be annotated with the statement "**Same Trip Made on Date(s)**", after the initial trip is indicated.
- Clearly indicate if in miles or kilometers.
- Individual (claimant) must sign at the bottom, either in block 10 or on line marked- signature of Claimant and date the voucher. Social Security numbers must be provided near the top of the form if an old form is used. The claimant's immediate supervisor or school administrator must also sign the form verifying the information submitted.
- Do not round off miles or kilometers to nearest whole number. Miles or kilometers must be expressed as a decimal whole number (ex. 2.6, 38.2, etc.)
- The distance in miles or kilometers from one work site to another must be determined personally by the school administration or a TMO official, if not previously by the Superintendent's office.
- All specialists/teachers if traveling to the same sites from the same school are required to use the same mileage.
- Forward completed SF 1164 thru supervisor or administrator for approval and signature.
- Mileage, toll charges, or taxi fares will be paid only from one duty station to official work site and back. *'Mileage can not be claimed from residence.'*

//original signed//

Bruce Derr
Superintendent, Japan