

## INSTRUCTIONS FOR COMPLETING THE SF 1164

Participants must submit a SF 1164 to receive reimbursements for authorized expenses incurred when pursuing their degree. Submit the SF1164 with receipts that shows method of payment used either electronically to via "Help Request" on the Navy College Program website ([http://supportsystem.livehelpnow.net/new\\_ticket.aspx?cid=30432](http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432)) or mail to Naval Education & Training Professional Development Center (NETPDC), Code N23D, 6490 Saufley Field Road, Pensacola, FL 32509. Deposits will be made electronically to your military pay bank account.

The following is a list of reimbursable expenses.

- (1) one school application fee and one transcript fee.
- (2) cost of two final transcripts with degree conferred.
- (3) mandatory health fees
- (4) mandatory health insurance
- (5) laboratory fees
- (6) vehicle registration
- (7) identification cards
- (8) cost of services in connection with final thesis, such as reproduction and binding, not to exceed \$150.
- (9) actual cost of books for your courses and shipping fees (excluding express shipping fees). Optional expenses such as meal and bus passes and athletic fees are your responsibility and are not reimbursable.
- (10) computer fees (**the purchase of a computer and calculator, whether required or not, is the responsibility of the individual student and is not reimbursable**). However, limited software purchases are reimbursable **only** when the **syllabus** is submitted with the claim stating that the software **is a requirement** for the course.

Information in numbers 1 and 4 are self explanatory. Do not complete numbers 2, 3, and 5. In number 6, please list

- Date of expense
- Code (as applicable)
- Name of Book/Fee (Course name and number is not required)
- Individual claim amount

Make sure that your claim is signed and dated and that all original receipts are attached. Receipts MUST show the method of payment used.