

INSTRUCTIONS FOR COMPLETING THE SF 1164

Participants must submit a SF 1164 to receive reimbursements for expenses incurred when pursuing a Master's Degree. The Navy College Office (NCO) will issue a new Claim for Reimbursement for Expenditures SF-1164) with your GEV authorization document each semester/quarter you enroll in a course. Submit the SF1164 with your original signature and original receipts to the Commanding Officer, Center for Personal and Professional Development (CPPD), Voluntary Education Detachment, ATTN: GEV, 6490 Saufley Field Road, Pensacola, FL 32509-5241. Since Electronic Funds Transfer (EFT) is the prescribed method of payment for reimbursements to individuals, bank account information must accompany your first claim. Submit a voided personal check with your first claim to the GEV program office. This will remain on file for the duration of your program. If you change checking accounts, you will need to provide a voided personal check from your new account. The bank routing number and your account number must be plainly visible. Deposits made to an incorrect account are very difficult to recover. Failure to provide complete and accurate payment information will result in delay of the reimbursement.

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.
- (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.

See the sample copy of a complete SF 1164 when submitting claims for reimbursements for books, fees, etc. Use only the claim form you receive from the NCO. No other forms are acceptable. If the address and telephone numbers listed on the claim form are incorrect, please make the necessary changes in pen and ink. Do not complete numbers 2, 3, and 5. In number 6, please list

- Date of expense
- Code (as applicable)
- Book Title/Type of Fee
- Individual claim amount

Make sure that your claim is signed (block 10) and dated with all original receipts attached. Leave the remaining blocks blank (8, 9, 11 and 12).