

DOCUMENT NAME: Miscellaneous Costs**DOCUMENT TYPE: 33**

1. **Description:** These costs include claims, reimbursement for authorized phone calls, and other costs not outlined elsewhere.
2. **Primary Forms:** SF-1164, Claim for Reimbursement for Expenditures on Official Business
3. **Related Forms:** SF-1034, Public Voucher For Purchases and Services Other Than Personal
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 3304904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
33	04	90	4	F	AB	001	

5. Accounting Line:

SAMPLE: 2/F/401/136/30/0/AB/12345/2337

6. FINCEN Critical Processing Requirements:

- a. All SF-1164 for miscellaneous claims (other than local travel, mileage) must be submitted to FINCEN for payment authorization with applicable paid receipts. The following information must be completed on an original SF-1164:

- (1) Name, SSN, mailing address of claimant.
- (2) Itemized list of expenditures - block 6.
- (3) Claimant signature - block 10.
- (4) Local Approving Authority signature - block 8.

(5) Document number and accounting data.

(6) All applicable receipts must be attached (receipts in excess of \$75.00 per line item)

- b. FINCEN Authorized Certifying Officer (ACO) will validate claim and authorize payment.
- c. Submitted hard copy documents must be legible.

7. Other Information:

- 7. a. Approved local mileage reimbursements should be submitted as Document Type 11 to PSC (formerly HRSIC).
- b. Mass transit subsidy should be submitted as Document Type 17.

8. FPD Information:

- a. Standard generic input is made through Miscellaneous Obligations in Simplified Acquisitions.
- b. Obligation will transmit electronically via FPD.

9. Document Flow:

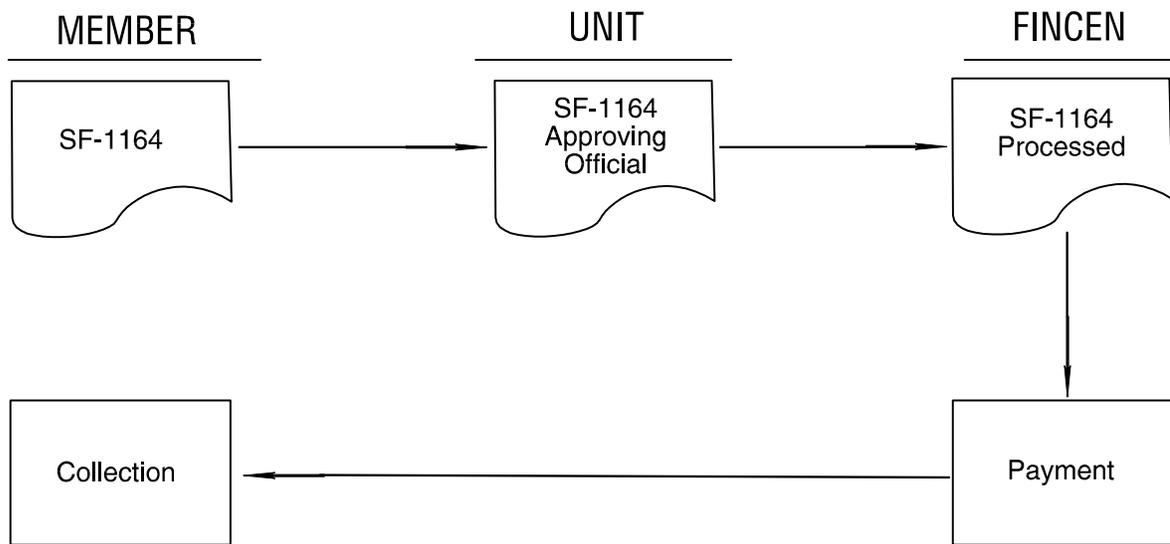


Figure 12D-62 Miscellaneous Costs

- a. Figure 12D-62 describes the procedures for processing Miscellaneous Costs.
- b. Member prepares SF-1164 plus applicable receipts for miscellaneous charges and forwards to the unit for approval.
- c. The unit forwards the SF-1164 plus backup documents to FINCEN for payment.

10. Sample Forms: See Figure 12D-63 and 12D-63a.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	UNDELIVERED COMMIT	ACCRUED ORDERS	EXPEND	EXPEND
3304904FAB001000	103F	04025FH17	12345	2337	0.00	0.00	0.00	14.16

12. References: None.

