

Department of the Interior Bureau of Ocean Energy Management Manual

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Series: Administrative

Part 330: Financial Management

Chapter 1: Reimbursement for Expenditures on Official Business

Office of Primary Responsibility: Bureau of Safety and Environmental Enforcement, Office of Administration, Finance Division

BOEMM 330.1

1.1 **Purpose.** The purpose of this manual chapter is to establish the procedures and responsibilities governing claims for reimbursement of official local travel expenses and other authorized official business expenditures. Additionally, this manual chapter identifies expenses that can or cannot be claimed using the General Services Administration (GSA) Claim for Reimbursement for Expenditures on Official Business, Optional Form 1164 (OF-1164).

1.2 **Scope.** This manual chapter applies to all Bureau of Ocean Energy Management (BOEM) employees.

1.3 **Objectives.** The procedures in this manual chapter are provided to ensure timely and accurate processing of claims for reimbursement for expenditures on official business.

1.4 **Authority.**

- A. Public Law 104-134, "Debt Collection Improvement Act of 1996."
- B. Public Law 104-208, Section 636, "Professional Liability Insurance."
- C. 5 U.S.C. 4109, "Expenses of training."
- D. 5 U.S.C. 5704, "Mileage and related allowances."
- E. 5 U.S.C. 7103(a), "Definitions; application."
- F. 5 U.S.C. 7901, "Health service programs."
- G. 18 U.S.C. 287, "False, fictitious, or fraudulent claims."
- H. 26 U.S.C. 6011(a) and (b), "General requirement of return, statement, or list."
- I. 26 U.S.C. 6019, "Gift tax returns."

- J. 31 U.S.C. 3729, “False claims.”
- K. 41 U.S.C. 1901, “Simplified acquisition procedures.”
- L. Executive Order 11609, “Delegating certain functions vested in the President to other officers of the Government” dated July 22, 1971.
- M. 5 CFR 1315, “Prompt Payment.”
- N. 348 Departmental Manual (DM) 2, “Bicycle Subsidy Benefit Program.”

1.5 Reference.

- A. Federal Register, January 3, 2001 (Volume 66, Number 2), U.S. Department of Treasury, Bureau of Fiscal Reserve, “Electronic Authentication Policy.”
- B. Department of the Interior (DOI) Personnel Bulletin 08-07, “Reimbursing Employees for Liability Insurance.”
- C. DOI Personnel Bulletin 19-16, “Changes to Departmental Manual Chapter 370 DM 451.5, Non-Monetary Awards.”
- D. Bureau of Safety and Environmental Enforcement (BSEE) Manual (BSEEM) 330.1, “Reimbursement for Expenditures on Official Business.”
- E. BOEM Manual (BOEMM) 340.10, “Professional Liability Insurance Reimbursement.”

1.6 Definitions.

- A. Approving Official. An individual employed by the Bureau designated with a code of either 2 or 4 in block 41 on the employee’s SF-50 which indicates supervisory status. An employee officially appointed in an Acting status can act on behalf of that Approving Official.
- B. Local Travel. Travel that occurs during regular duty hours and is within 50 miles of the employee’s official duty station and commuting residence. Employees performing Local Travel are not entitled to per diem reimbursement. Travelers should refer to [347 DM 200, DOI Federal Travel Regulation \(FTR\) Implementing Instructions](#) for the Department’s local travel policy.
- C. Permanent Duty Station. Official duty station recorded on the employee’s SF-50 at the time the expense was incurred.
- D. Residence. The place from which an employee commutes daily to their official duty station.

E. Temporary Duty (TDY) Travel. Any official travel farther than 50 miles from the employee's official duty station and commuting residence.

1.7 **Policy.**

A. It is BOEM policy to reimburse employees for authorized official business expenditures.

B. Purchasing supplies, equipment, or light refreshments for meetings, training sessions, or services must be made by a warranted Contracting Officer or utilizing a Government-issued purchase card and are not authorized for reimbursement utilizing the OF-1164.

C. The OF-1164 may be used for the expenditures incurred for official business listed in Appendix 1.

D. BOEM employees *cannot receive* reimbursement on the OF-1164 for the expenses listed in Appendix 2.

1.8 **Responsibilities.**

A. Employee is responsible for:

(1) Timely submission. Claims for reimbursement should be submitted within the fiscal year when the expense was incurred.

(2) Receipts. All required receipts must be attached as documentation. Justification must be provided for expenses without a receipt.

B. Approving Official is responsible for:

(1) Reviewing and electronically signing the claim as the Approving Official (block 8).

(2) Forwarding the claim via email to BSEE's Finance Division at finance-invoice@bsee.gov for processing.

C. BSEE Transportation Subsidy Benefit Program Coordinator is responsible for:

(1) Reviewing the OF-1164 for Bicycle Commuter Reimbursement claims to ensure completeness and that the employee qualifies.

(2) Electronically signing the OF-1164 as the Approving Official (block 8).

(3) Forward claim to the BSEE Finance Division, finance-invoice@bsee.gov, for processing.

D. BSEE Accounting Operations Branch Chief is responsible for:

(1) Reviewing Fitness Program claims to ensure completeness and the employee qualifies for reimbursement.

(2) Approving Fitness Program claims.

E. BSEE Finance Division, Accounting Operations is responsible for:

(1) Processing OF-1164s in accordance with policy.

(2) Filing the processed claim in accordance with policy.

1.9 Procedures.

A. General Guidance.

(1) Claimant must submit an OF-1164 and supporting documentation to receive reimbursement for expenditures listed in Appendix 1.

(2) The OF-1164 is available on the [BSEE eAdmin Center](#) electronic Forms library.

(3) The minimum dollar amount to be claimed is \$1.00.

(4) Except for Fitness Program claims, claimant will electronically sign the form and forward to appropriate Approving Official.

(5) Approving Official will electronically sign the form and submit it to BSEE's Finance Division at finance-invoice@bsee.gov.

(6) For Fitness Program claims, the BSEE Finance Division annually sends a link to all employees to automatically generate, fill, and sign an electronic fitness reimbursement request.

B. Preparing a Claim. Claimant will prepare the OF-1164 by completing the form as follows:

Block 1 – Enter Department/Bureau/Division-Office name.

Block 2 – Generate an LV number from the [Financial Number Document Generator](#)

Block 4a – Enter your complete legal name (Last, First, Middle Initial).

Block 4b – Enter Employee ID number (40xxxxxx). Email finance-invoice@bsee.gov if number is not known.

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: **A** – Local Travel **B** – Telephone **C** – Other expenses (itemized).

Block 6c & 6d – List expenditures with a suitable explanation as to the nature of the expense. Scan and attach the receipt for the expenditure to the form. Explain failure to furnish receipts, when applicable.

Block 6e & Mileage Rate – Enter number of miles claiming in 6e and enter the current mileage rate in the column heading. Use cents rather than dollars when entering the mileage rate in the column heading; for example: 67¢, not \$.67. The current mileage rate can be found on the [GSA website](#).

Block 6g & 6h – Enter the fare or toll amount in 6g. If the fare claimed in 6g exceeds the charge for one person, show the number of additional persons who accompanied the claimant in 6h.

Block 6i – Enter the amount claimed.

Block 7 – Total amounts claimed will calculate automatically.

Block 8 – Approving Official's electronic signature and date.

Block 10 – Claimant's electronic signature and date.

Accounting Classification – Enter the Line of Accounting to which the expense should be charged, i.e., Funds Center/Functional Area/Fund/Work Breakdown Structure (WBS) (if required) and object class code.

C. Processing Claims.

(1) General Claims. The BSEE Finance Division will review the submitted form for appropriateness of expenditures and accuracy and will process it in the Financial Business Management System (FBMS). Forms will be returned if information needs to be clarified, the claim is inappropriate, the signature blocks are incomplete, or there are inconsistencies. All payments will be made by Electronic Funds Transfer (EFT) based on the employee's banking information recorded in the Federal Personnel Payroll System (FPPS).

Authorized Expense Type Submit using OF-1164	Instructions and Required Documentation
Bicycle – Qualified Bicycle Commuter Reimbursement	<ul style="list-style-type: none"> • Qualified employees must follow instructions located on eAdmin before submitting a claim. • The Transportation Subsidy Benefit Program Coordinator must sign and submit the OF-1164 to BSEE’s Finance Division at finance-invoice@bsee.gov.
Light Refreshments for Meetings or Training Sessions	<ul style="list-style-type: none"> • Reimbursement using the OF-1164 is only allowed if the vendor did not accept the card or convenience check. • Employee making the purchase must have a Government purchase card or warrant authority to be reimbursed • Purchase of refreshments must be in accordance with laws and regulations. • A statement documenting why the Government purchase card was not used is required. • Itemized receipt is required.
Medical Evaluations – Including Mandatory Physicals	<ul style="list-style-type: none"> • See BSEEM Medical Standards Program Handbook, BSEEM 485.7-H. • The Government purchase card is the preferred method of payment; claims require an explanation of why the Government purchase card was not used. • Itemized receipt is required.
Official Telephone Calls in the Local Area	<p>Employees are expected to use Government telephones for official calls in the local area. The Department of the Interior telecommunications policy states:</p> <ul style="list-style-type: none"> • Employees should not expect reimbursement when using personal wireless services for Government business without the prior approval of managers and supervisors. • Itemized receipt is required. • Only the cost of the service differentiated and itemized as an additional cost incurred by the employee may be claimed for reimbursement.
Parking – Local Travel	<ul style="list-style-type: none"> • Authorized only when performing local travel (if associated with TDY, a claim for reimbursement should be filed on the corresponding travel voucher in the travel system). • Itemized receipt is required. <p><i>*Using a Government Travel Card (GovTC) to pay for local travel expenses is prohibited.</i></p>

Authorized Expense Type Submit using OF-1164	Instructions and Required Documentation
Passport Photos	<ul style="list-style-type: none"> • Must be for an official Government passport. • The DOI Passport Services Office should be contacted before any passport expenses are incurred. • Statement must be made on OF-1164 that the DOI Passport Services Office had been contacted and the outcome of said contact. • Itemized receipt is required.
Postage Due on Official Mail	<ul style="list-style-type: none"> • Justification that purchase was necessary for official business. • The Government purchase card is the preferred method of payment; claims require an explanation of why the Government purchase card was not used. • Itemized receipt is required.
Professional Credentials	<ul style="list-style-type: none"> • Authorized payment for state licenses, certification fees, and professional credentials and examinations required as part of the position description. • The Government purchase card is the preferred method of payment; claims require an explanation of why the Government purchase card was not used. • Itemized receipt is required.
Professional Liability Insurance	<ul style="list-style-type: none"> • Fifty percent of the cost per year is authorized for reimbursement. Employees must follow instructions outlined in BOEMM 340.10, Professional Liability Insurance Reimbursement. • Invoice or statement from insurance company with dates of coverage and amount must be submitted. • Itemized receipt is required.
Registration Fees for Attendance at Meetings or Training within the Local Area	<ul style="list-style-type: none"> • Employee must have a Government purchase card or warrant authority to be reimbursed • Vendor must have declined to accept the Government purchase card. • The Government purchase card is the preferred method of payment for registration fees. • A statement documenting the reason a Government purchase card was not used is required. • Registration fees for training must also include an approved SF-182. • Itemized receipt is required.

Authorized Expense Type Submit using OF-1164	Instructions and Required Documentation
Supplies, Equipment, or Services	<ul style="list-style-type: none"> • Employee must have a Government purchase card or warrant authority to be reimbursed. • Vendor must have declined to accept the Government purchase card. • A statement documenting the reason a Government purchase card was not used is required. • Itemized receipt is required.
Tolls – Local Travel	<ul style="list-style-type: none"> • Authorized only when performing local travel (if associated with TDY, a claim for reimbursement should be filed in the corresponding travel voucher in the travel system). • Itemized receipt is required. <p><i>*Using GovTC to pay for local travel expenses is prohibited.</i></p>
Transportation – Local Travel (Mass Transit – Bus Fare, Ferry, Light Rail, Metro, Subway, Streetcar)	<ul style="list-style-type: none"> • Actual mass transit costs. • If departing from their residence, employees must deduct their daily commuting costs incurred when traveling between their residence and official duty station. Deduction should be clearly noted on the OF-1164. • Itemized receipt is required.
Transportation – Local Travel (Taxicab – includes Uber, Lyft, or Similar Transportation Services)	<ul style="list-style-type: none"> • If departing from their residence, employee must deduct their regular daily commuting costs incurred when traveling between their residence and official duty station. The deduction should be clearly noted on the OF-1164. • Employee must use the most economical transportation and direct route. • Include tip (not to exceed 20% of fare). • Itemized receipt is required.
Transportation – Local Travel (Privately – Owned Vehicle (POV) Mileage)	<ul style="list-style-type: none"> • Mileage reimbursement for use of privately-owned vehicle when a government vehicle is not available. • Mileage reimbursement is for local travel only and is based on the mileage from the duty station to the place of official business and return. • Employee must deduct the regular daily commute mileage if departing from or returning to their residence; the deduction should be clearly notated on the OF-1164. • Map printout (e.g., Google Maps) showing mileage and route taken or odometer reading if map not available is required.

Authorized Expense Type Submit using OF-1164	Instructions and Required Documentation
Transportation – Local Travel (Vehicle Rental)	<ul style="list-style-type: none"> • Vehicle rental should only be used when both a government vehicle and privately-owned vehicle are not available. • Employees must rent a vehicle from a vendor that participates in the Defense Travel Management Office (DTMO) U.S. Government Car Rental Agreement. • Employees must book the government rate, ensure Government Administrative Rate Supplement (GARS) is listed on the rental contract and present proof of local travel status. • Preapproval from the employee's supervisor is required to rent a vehicle for local travel. • Itemized receipt is required. <p><i>*GovTC cannot be used to pay for local travel vehicle rental.</i></p>

Appendix 2

Unauthorized Expenses	Policy Reference
Gift Cards and Items for Non-Monetary Awards	<ul style="list-style-type: none"> • DOI Personnel Bulletin 19-16, “Changes to Departmental Manual Chapter 370 DM 451.5, Non-Monetary Awards.”
Internet Services and Broadband Expenses for Employees in Telework or Remote Status	<ul style="list-style-type: none"> • DOI Personnel Bulletin 20-06, “Departmental Remote Work Policy.” • DOI Personnel Bulletin 21-07, “Telework Program.”
Personal Services of Non-Employee Personnel	<ul style="list-style-type: none"> • Contact Acquisition Management Division Policy Office.
Promotional Items	<ul style="list-style-type: none"> • DOI Acquisition, Arts, and Asset Policy (DOI-AAAP) 0038, “Restriction on the Purchase of Promotional Items.”
Stipends	<ul style="list-style-type: none"> • The IRS considers such payments as taxable income and does not align with DOI Policy.
Supplies or Equipment	<ul style="list-style-type: none"> • DOI-AAAP-0156, “DOI Purchase Card Program Policy.” • Any purchase of supplies or equipment made by an employee who has not been designated as having purchase authority, either by having an authorized purchase card or who does not have warrant authority, will not receive reimbursement for any expense(s) incurred.
Utility Bills	<ul style="list-style-type: none"> • Federal Acquisition Regulation (FAR) 41, “Acquisition of Utility Services.”
Violations – Parking and Traffic	<ul style="list-style-type: none"> • Comptroller General Decision: B-58378, July 31, 1946. • Bureau does not reimburse for violations.