

Effective 31 July 2000

Financial Administration

Recruiter Expense Allowance

For the Commander:

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History. This UPDATE printing publishes a revised regulation which is effective 31 July 2000.

Summary. This regulation delineates recruiter expense allowance policy and procedures.

Applicability. This regulation is applicable to all

elements of the United States Army Recruiting Command.

Proponent and exception authority. The proponent of this regulation is the Director of Resource Management. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the Office of the Director of Resource Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRM-SFA), Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Administration UPDATE.

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Glossary

1. Purpose

The purpose of this regulation is to provide guidance on recruiter expense allowance (REA). It will show who will file a claim, how to file a claim, and common authorized and unauthorized items.

2. References

- a. Related publications.
 - (1) DFAS-IN Reg 37-1 (Finance and Accounting Policy Implementation).
 - (2) JFTR, Vol 1 (Uniformed Service Members).
 - (3) JTR, Vol 2 (DOD Civilian Personnel).
 - (4) USAREC Reg 1-18 (Management of Centers of Influence Events).
 - (5) USAREC Reg 360-12 (Unit Membership in Private Associations).
 - (6) USAREC Reg 601-94 (Police Record Checks).
 - (7) USAREC Reg 601-95 (Delayed Entry and Delayed Training Program).
- b. Required form. SF 1164 (Claim for Reimbursement for Expenditures on Official Busi-

ness).

3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

4. Entitlement to reimbursement

a. The following personnel are authorized reimbursements:

(1) All military personnel whose principal assignment is to perform recruiting duty (includes Army Medical Department (AMEDD) recruiting personnel).

(2) Recruiting battalion (Rctg Bn) commanders, Army Medical Department detachment (AMEDD Det) commanders, Rctg Bn executive officers, Rctg Bn Command Sergeants Major (CSM) or sergeants major (SGM), recruiting company (Rctg Co) commanders, Rctg Co first sergeants (1SG), and other officers and enlisted soldiers assigned to Rctg Bn or AMEDD Det staff positions (includes guidance counselors) may be authorized expenses when they deal directly with applicants, their families, and centers of influence (COI). The approving authority for each of these individuals to exceed the \$75 cap is listed in table 1. However, enlisted soldiers must perform the duties of military occupational specialty (MOS) 79R.

(3) Officer and enlisted soldiers assigned to the United States Army Recruiting Support Brigade, recruiting brigade (Rctg Bde) staff positions, and Rctg Bns (including Rctg Bn guidance counselors) may be authorized recruiting expenses on a case-by-case basis. Enlisted soldiers, other than CSM, must hold the MOS 79R. Authorization will be limited to special occasions and will be approved by the Rctg Bn commander

for people assigned to the Rctg Bn or lower and the Rctg Bde commander for people assigned to the Rctg Bde.

b. When a soldier is removed from performance of recruiting duties, even on a temporary basis, the entitlement to the REA is terminated until the individual is returned to recruiting duty.

c. Civilian employees are not authorized REA. However, civilian recruiting specialists may be authorized transportation allowances provided in JTR, volume 2, chapter 4. Such reimbursements are to be paid from available travel funds, not REA funds. Civilian recruiters and education specialists may claim occasional meal expenses for unplanned events for COI and members of the Delayed Training Program (DTP). These must be a bona fide need of the recruiting activity and approved on a case-by-case basis by the Rctg Bn commander. Expenses cannot be held until the end of the month. They are not entitled to REA funds, but can use miscellaneous funds (the **ZE account for education specialists and **Z9 account for civilian recruiters).

d. An individual may be reimbursed for expenses incurred in the performance of bona fide recruiting activities, while in a leave status, provided that such activities are directly related to prospects located in the soldier's assigned geographic area of recruiting responsibility.

5. REA advances

Recruiters are authorized to draw a monthly cash advance using their Government travel card at automated teller machines (ATM). Advances are limited to \$70 per month. The ATM charge can be claimed on the SF 1164 (Claim

*This regulation supersedes USAREC Regulation 37-16, 31 December 1996.

for Reimbursement for Expenditures on Official Business). The recruiter is responsible for paying their Government travel card bill in a timely manner.

6. Approval of vouchers

a. Except in unusual cases, reimbursements authorized by this regulation will not exceed \$75 per month. A request for exception must be fully justified in writing or through electronic mail. The request, together with written approval authority, must be attached to the SF 1164 when submitted for reimbursement. Authority for reimbursement in excess of \$75 per month, will be obtained in advance, in writing or electronic mail, from the authority listed in table 1.

b. Vouchers greater than \$75, without prior approval, will be reduced to \$75.

7. Receipts

If deemed necessary to curb abuse, Rctg Bde and Rctg Bn commanders may require receipts to substantiate claims. This should only be required on an exception basis and applied only to selected soldiers. It should not be applied across the board (e.g., if a review of a recruiter's monthly reimbursement indicates that he or she consistently claims the same amount (or the maximum), consideration should be given to requiring receipts).

8. Record of expenses

a. Soldiers claiming reimbursements for recruiting expenses will update an SF 1164 daily or as expenses are incurred.

(1) SF 1164 (see fig 1) may be obtained through normal publication channels.

(2) Soldiers must maintain a daily record of expenses in their mandex (daily planning guide). Record authorized expenses on SF 1164, as they are incurred. All entries must be explained (i.e., include name; status of individual such as applicant, COI, etc.; parking locations; identify small miscellaneous expenses, etc.). See table 2. At the end of each calendar month, the recruiter will total the columns on the SF 1164 and submit the claim directly to the Rctg Bn budget and accounting technician (AMEDD counselors and health care recruiters submit monthly claims to the AMEDD Det). The budget and accounting technician or AMEDD Det administrative assistant reviews the voucher. If correct and complete, the voucher is approved and forwarded to the Directorate for Network Operations at Defense Finance Accounting Service - Indianapolis for payment. Vouchers will be submitted to Directorate for Network Operations on a daily basis until the 10th of the month. Amounts will not be rounded off. Attach toll listing to voucher for calls made from home telephone. If additional space is needed, continue on the reverse side of SF 1164. Do not forget to reverse the carbons.

b. Commanders must encourage timely filing of claims to ensure recruiters are expeditiously reimbursed.

9. Authorized expenses

a. The following is a partial list of recruiting expenses authorized for reimbursement:

(1) Snacks, nonalcoholic beverages, "occasional" lunches and dinners are authorized when purchased by the recruiter for prospective recruits and their family members (includes Reserve Officers' Training Corps applicants) and unplanned COI events. Except as prohibited by paragraph 10b(2), recruiting expenses may be used for civilian employees of the Federal Government who are not paid subsistence allowance, and who are applicants or parents of prospective applicants. Meals at normal recruiting functions may be purchased, not to exceed the area per diem rate per person.

(2) "Occasional unplanned" meals for individuals who directly assist in the recruiting effort (COI, Delayed Entry Program (DEP) and DTP members) are authorized. If not partaking would be inappropriate, military members and Government civilians may be reimbursed.

(3) Parking fees while on itinerary stops are authorized. Itinerary stops are those stops made where applicant and/or document processing are directly involved. Parking fees at Military Entrance Processing Stations and road or bridge tolls (when tokens are not provided to the recruiter) will be listed separately as designated on the form.

(4) Purchase of photographic or notarized copies of vital documents for prospective recruits (e.g., birth certificates, school transcripts, diplomas, registration certificates, general equivalency diploma certificates, etc.).

(5) Applicant's picture for Officer Candidate School (OCS) or Warrant Officer Flight Training (WOFT) packets.

(6) Admission costs to high school or community functions for the purpose of meeting COI or prospects.

(7) Official telephone calls, to include "occasional" commercial facsimile service.

(8) Purchase of photographic film and developing of film for DEP member or OCS or WOFT packets.

(9) Educational transcript evaluations.

b. Recruiters are authorized reimbursement for meals purchased for prospective recruits and COI. Rctg Bde commanders and the United States Army Recruiting Support Brigade commander have the authority to develop and implement their own limits on REA meal reimbursements and define "occasional." Further delegation of this authority to Rctg Bn commanders is authorized. In determining meal reimbursement limits, consideration should be given to what meal expenses are reasonable and prudent for a geographical area and the circumstances involved with the expenditure. Special consideration should be given to health care recruiters, counselors, AMEDD counselors, and chaplain recruiters considering their extraordinary requirements associated with their unique clientele. In all cases, meal reimbursements cannot exceed the area per diem rate for the meal or \$25, whichever is higher, without prior approval from the Rctg Bde commander.

10. Unauthorized expenses

When an element of doubt exists regarding a specific item, the matter will be referred to HQ USAREC (RCRM-SFA), Fort Knox, KY 40121-2726, for resolution.

a. Expenditures covered by other sources of funding such as, but not limited to:

(1) Athletic equipment.

(2) Trophies or engraving.

(3) Photographic supplies and services other than for DEP member or OCS or WOFT packets.

(4) Advertising holders, displays, and promotional items.

(5) Newspaper ads.

(6) Building materials.

(7) Business cards.

(8) Newspaper subscriptions.

(9) Reproduction of printed materials (forms, regulations, etc.).

(10) Membership in organizations either in the name of the unit or in the name of the individual (see USAREC Reg 360-12).

(11) Rental of rooms for conferences or meetings.

(12) Expenses for open house for new or moved recruiting station (RS).

(13) Expenses for typical preplanned gatherings or events (over four guests) (see USAREC Reg 1-18 or USAREC Reg 601-95).

(14) Expenses for package mailing by express service company.

(15) Booth space or exhibit registration fees at college functions. (Contract or pay with the IMPAC Visa under "ZE.")

(16) Uniform items, such as rank.

b. Expenditures not covered by other sources of funding, such as, but not limited to:

(1) Flowers.

(2) Food and beverages for the recruiter, unless with a COI or applicant's family, and not partaking would be inappropriate.

(3) Recruiting expenses may not be used to benefit Government employees when the intent is, or appears to be, to influence or solicit the cooperation of such employees to perform job-related services (e.g., civilian transportation specialist providing transportation to an Army applicant).

(4) Christmas, birthday, or other greeting cards.

(5) Coffee for the RS.

(6) Purchase of admission tickets for applicants to attend sports events.

(7) Sponsor fees for bowling teams, sports teams, or beauty contests.

(8) Medical expenses to qualify applicants for enlistment (e.g., shots, eyeglasses, consultation fees, etc.).

(9) Cost of police checks (refer to USAREC Reg 601-94).

(10) Replacement cost for applicant possessions lost, confiscated, or misplaced during processing.

(11) Cost and usage of cellular phones.

(12) Purchase of high school lists.

(13) Pagers.

(14) Parking, speeding, or other traffic violations.

Table 1
Approving authorities for REA claims exceeding \$75 per month

Person requesting reimbursement ¹	Approval authority of REA claims exceeding \$75 per month
Recruiter (Regular Army and United States Army Reserve) RS commander Recruiter training noncommissioned officer (only when acting as production recruiter or when dealing with applicants) Hi-grad recruiter Rctg Co 1SG Rctg Co commander Rctg Bn CSM or SGM Rctg Bn commander Rctg Bde CSM or SGM Rctg Bde commander Health care recruiter Chaplain recruiter	Rctg Bn commander or designee Rctg Bn commander or designee Rctg Bn commander or designee Rctg Bn commander or designee Rctg Bde commander or designee Rctg Bde commander or designee AMEDD Det commander or designee Rctg Bde operations officer or designee

¹NOTE: These individuals are authorized REA when they deal directly with applicants and their families. They may also conduct small COI events in accordance with paragraph 9.

Table 2
Expense codes for SF 1164

A - Applicant	B - Breakfast
P - Prospect	L - Lunch
C - COI	S - Snack
D - DEP	D - Dinner

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE USAREC 100 S. Clinton Syracuse, NY 12345	2. VOUCHER NUMBER
		3. SCHEDULE NUMBER
4.	Read the Privacy Act Statement on the back of this form.	
CLAIMANT	a. NAME (Last, first, middle initial) Smith, Jerry (SFC)	b. SOCIAL SECURITY NO. 123-45-6789
	c. MAILING ADDRESS (include ZIP Code) 12 Bush Lane Clinton, NY 11111	d. OFFICE TELEPHONE NUMBER (607) 555-6677
	5. PAID BY	

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

DATE 19XX	C O D E	Show appropriate code in col. (b): A—Local travel B—Telephone or telegraph, or C—Other Expenses (itemized)		MILEAGE RATE ¢	AMOUNT CLAIMED			
		(Explain expenditures in specific detail.)			NO. OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)	ADD PER-SONS (h)
(a)	(b)	(c) FROM	(d) TO					
1 Sep	C	Bob Russell (B)						3.89
4 Sep	C	Mr. Winfield (D)	School ASVAB					8.69
7 Sep	C	Parking - MEPS	Sought out DEP					4.50
10 Sep	C	Clinton Co. Fair	Admission					5.00
16 Sep	C	Jane Clark (L)						4.89
17 Sep	C	Bob Russell	Copy Birth Certificate					1.50
18 Sep	C	Peg Wantiez (B)						1.49
19 Sep	C	Sue Marlin (D)						7.69
20 Sep	C	Parking Police Station						2.00
20 Sep	C	Roger Bell (B)						3.47
If additional space is required continue on the back.				SUBTOTALS CARRIED FORWARD FROM THE BACK				8.07
7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).)				\$ 50.19	TOTALS			50.19

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)

Sign Original Only

APPROVING OFFICIAL SIGN HERE

/s/

DATE

9. This claim is certified correct and proper for payment.

Sign Original Only

AUTHORIZED CERTIFYING OFFICER SIGN HERE

/s/

DATE

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only

CLAIMANT SIGN HERE

/s/

DATE

11. CASH PAYMENT RECEIPT

a. PAYEE (Signature)

b. DATE RECEIVED

c. AMOUNT \$

12. PAYMENT MADE BY CHECK NO.

ACCOUNTING CLASSIFICATION

NOTE: When filling out SF 1164 for meal reimbursement, recruiters will place a code letter for the meal being reimbursed (B = breakfast; L = lunch; D = dinner; and S = snack).

Figure 1. Example of claim for REA reimbursement using SF 1164

Glossary

AMEDD

Army Medical Department

AMEDD Det

Army Medical Department detachment

ATM

automated teller machine

COI

centers of influence

CSM

Command Sergeant Major

DEP

Delayed Entry Program

DTP

Delayed Training Program

MOS

military occupational specialty

OCS

Officer Candidate School

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

REA

recruiter expense allowance

RS

recruiting station

SGM

sergeant major

WOFT

Warrant Officer Flight Training

1SG

first sergeant