



SAF/FM CERTIFICATION AND LICENSING REIMBURSEMENT PROCEDURES

MAY 2003

Overview

Description

The Air Force policy regarding reimbursement of civilian certification and licensing expenses became effective 28 March 2003. This document outlines the procedures and processes related to the implementation of this policy within the financial management community. All requests for payment for certification and licensing must be made in advance of the expenses being incurred. This policy is not retroactive; reimbursement requests for fees incurred prior to the effective date of the policy cannot be approved.

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Pre-Approval of Expenses

IAW Air Force policy, reimbursement of certification expenses must be approved in advance.

- Prior to incurring certification-related expenses, the employee must complete and submit the SAF/FM Professional Certification and Licensing Reimbursement Request Form to SAF/FMPW for review and funding approval.

Step	POC	The Process
1	Employee	<p>Complete the Reimbursement Request Form. This action signals your intent to earn certification by the date indicated on the form.</p> <ul style="list-style-type: none"> • Coordinate the form with your supervisor. • If necessary, obtain approval of organizational comptroller (or equivalent).
2	Supervisor	<p>Sign and date the form before submitting it to SAF/FMPW. Supervisor signature indicates the following:</p> <ul style="list-style-type: none"> • The requested certificate is job-related. • Certification meets professional development needs of the employee. • The employee understands certification requirements and reimbursement procedures. • The planned award date is achievable and realistic.
3	Comptroller	<p>Complete if employee has received previous reimbursement for certification expenses. Signature indicates the following:</p> <ul style="list-style-type: none"> • Multiple certification of the employee is in the best interest of the AF mission. • A positive recommendation for reimbursement of expenses.
4	SAF/FMPW	<p>Review request form; indicate approval/disapproval of reimbursement. Notify employee of approval/disapproval.</p>

Reimbursement of Certification Expenses

File for reimbursement of authorized expenses after the certificate or license is actually awarded.

- Following the awarding of the certificate/license, the employee is then eligible for reimbursement of authorized expenses.
- If previously approved by SAF/FMPW, certification expenses will be reimbursed following submission of an SF 1164, “Claim for Reimbursement of Expenditures on Official Business.”
- Each SF 1164 must be accompanied by proof of certification.

Step	POC	The Process
1	Employee	<p>Successfully complete the required exam(s). Following receipt of the certificate, prepare an SF 1164. Clearly itemize expenses.</p> <ul style="list-style-type: none"> • Employee signs and dates block # 10. • Leave blocks 8 and 9 blank. <p>Along with the SF 1164, submit the following documentation:</p> <ul style="list-style-type: none"> • Receipts confirming payment to the organization that administered the exam(s). • Copy of certificate/license. <p>Coordinate the SF 1164 with your supervisor; forward package to SAF/FMPW.</p>
2	Supervisor	<p>Initials the SF 1164 above the date in Block 8 before submission to SAF/FMPW.</p>
3	SAF/FMPW	<p>Approves and processes the SF1164 for payment through DFAS-Omaha. In most cases, payment will be made via EFT.</p>

Reimbursement of Renewal Fees

Complete and submit a new Reimbursement Request Form prior to the renewal date.

- Many certifications or licenses must be renewed periodically. Initiate and submit a new Reimbursement Request Form for the renewal fee prior to the renewal date.
 - If the employee is seeking reimbursement for the renewal of multiple certifications, the organizational comptroller must sign/approve the request form.
- Submit Reimbursement Request Form to SAF/FMPW for review and pre-approval.
- Similar to initial certification expenses, renewal expenses are also processed and reimbursed using a SF 1164.
 - Following pre-approval, the employee pays the renewal fee.
 - Submit proof of renewal along with the SF 1164. The form is coordinated through the supervisor, and then forwarded to SAF/FMPW for reimbursement processing.

Submission Instructions

Submit documentation to SAF/FMPW for processing.

- The certification reimbursement process is currently centralized at SAF/FMPW.
- The following documents require submission to this office:
 - Reimbursement Request Form (pre-approval)
 - SF 1164 and supporting documentation (post-award)
- Forward correspondence to SAF/FMPW via mail, fax, or email.
- For general questions or assistance regarding certification pre-approval and reimbursement procedures, please use the email address provided below.

Option	Method	SAF/FMPW Address/Number
1	Mail	SAF/FMPW Certification Reimbursement 1130 Air Force Pentagon Washington DC 20330-1130
2	FAX	Com: (703) 693-7294 DSN: 223-7294
3	Email*	saf.fmpw.cert@pentagon.af.mil * Note: If submitting scanned documents, please utilize Word, Adobe, or Watermark format.

