**INSTRUCTIONS FOR COMPLETING OPTIONAL FORM 1164**

**CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS**

**(MISSING MEALS STATEMENT)**

1. **General Guidance:**

Enlisted members must submit an OF1164 to receive reimbursement for missed meals.

1. **OF1164 Guidance:**
2. Enlisted members will prepare the OF1164 with the below information with the dates that correspond with their drill periods (8 hour minimum).
3. Submit the original or copied form to MFR via EPAR or via email at mfr\_csc@usmc.mil. It is recommended that a copy be kept by the member and/or Op Sponsor as well.

 **Block 1**- IMA Detachment

 **Block 4a**-Full Name

 **Block 4b**- EDIPI

 **Block 4c**- HTC Mailing Address

 **Block 4d**- Op Sponsor office telephone number to include are code

 **Block 6a**- Dates of drill when meals were not provided

 **Block 6b**- Enter Code C –Other expenses (itemized)

 **Block 6c**- List meals that were not provided (BRK, LUN, DIN)

 **Block 8**- Op Sponsor’s signature and date[[1]](#footnote-1)

 **Block10**- Member’s signature and date1

1. **Processing Claims:**

Claims will be returned if all signature blocks are not completed appropriately. Once received by MFR customer service the claim will be forwarded to the Orders Processing Section for processing and the missed meals will be reported via unit diary.

1. *Electronic signature preferred but if not available a legible hand signature is fine* [↑](#footnote-ref-1)