

Claims for Reimbursement (SF-1164) FAQs

Please keep in mind that we provide customer service to about 1,500 program participants. Help us to do this most efficiently. **BEFORE contacting us**, review ALL of the following information, the handbook and the website and attempt to complete the required forms. Detailed guidance is provided in chapter 3 and appendix A of the Student Handbook for this topic. Check there if below does not provide the information you seek.

Find forms, lists and additional information on our website at:

<http://nshs.med.navy.mil/hpsp/Pages/HPSPHome.htm>

Q) Can I get money back that I've spent to purchase textbooks and supplies?

You may be reimbursed only for authorized, REQUIRED textbooks, fees, equipment and supplies as outlined in the student handbook, but ONLY if they are required for your specific curriculum and year group for both AFHSP and NON-AFHSP students enrolled at your school. Check the online lists of authorized and NOT authorized, as some restrictions and quantity/\$ limits apply.

Q) How do I apply for reimbursement?

All claims for reimbursement must be submitted to Code OH1 on a "Claim for Reimbursement for Expenditures on Official Business", standard form (SF) 1164 available on the forms page on our website. Follow the guidance found in chapter 3 of the student handbook, keeping the following guidelines in mind:

- 1) Type or print legibly in black ink.
- 2) Do not combine claims for purchases made in different fiscal years on the same form! A fiscal year begins on the first of October of one year and ends on the 30th of September the following year.
- 3) DO combine multiple receipts for purchases made within the SAME fiscal year of the period of a few weeks on the same form. This reduces your workload and ours, and speeds the processing of your claim. The fewer claims received, the faster we can process each one for payment!
- 4) Tape or staple the original receipts side by side in date order to regular sheet/s of 8 ½" x 11" paper to prevent loss in handling of your claim. **NOTE: ONLY original receipts** are acceptable as proof of purchase.
- 5) Itemize the SF-1164 in the order that the claimed items appear on the original receipts.
- 6) Your dean's office must review each claim for reimbursement and complete a Dean's Certificate. (Available on our website by clicking forms)
- 7) If you have a required books list, attach it. Note - Only "required" items, not "recommended" items, are reimbursable, so check your list carefully!
- 8) **Always** keep a copy of **everything** you send us for your records.

NOTE - Items listed on a claim but not authorized OR not on an original receipt will be disallowed and the total reimbursed to you will be equally reduced.

Q) Can I have the AFHPSP program pay for my required fees up front?

NO. Unless the school bills for required fees with your tuition, we are unable to pay these fees directly to the school. You must pay the fees, obtain a receipt and submit the original receipt with a claim for reimbursement (SF-1164), as outlined above, in order to be reimbursed.

Q) Can I pay my own tuition and submit a claim for reimbursement to get my money back?

NO. Tuition is NOT authorized for reimbursement. We pay tuition directly to the school. If you paid tuition for any part of a contract period that, based on your benefit start date is our responsibility, you must wait until the school receives payment from us and request a refund from them.

Q) I am required by my medical school to purchase health insurance, as is every other student in my class and in the school. Can I be reimbursed?

YES, since the school REQUIRES it *for NON-AFHPSP* students as well as AFHPSP students, it is a reimbursable expense, BUT the maximum amount eligible for reimbursement is the single coverage rate. We will not reimburse for family coverage, and we will not reimburse at a rate higher than the single rate charged by your school. If it is not required that you purchase the insurance from your school. You may choose to purchase your coverage elsewhere if allowed by your school, but the premium cannot exceed the school's single rate. Disability and liability insurance are not reimbursable.

Q) I am a family member on my spouse's health insurance policy. Am I still able to receive a reimbursement for premiums paid?

YES, but again ONLY if your school REQUIRES it for ALL students as outlined above. Also the maximum amount eligible for reimbursement is the single coverage rate at your school OR the difference between the cost for a family policy and a single policy from the insurer the policy was obtained from, WHICHEVER IS LESS. In other words, if the family policy is \$400 and the single policy is \$250, you will be reimbursed in the amount of \$150 because that is the effective cost of having you added to the policy. (\$400 family minus \$250 single)

Q) The school applied my loan money, which I needed for subsistence, to my tuition. Can I get reimbursed?

NO, but you may be able to apply for an emergency loan at your school. Most schools will loan you up to \$1,000 per month until the tuition is paid. Please contact the Tuition section via email to the below address if you need additional assistance or have further questions relating to Tuition. Subject line: Tuition

If you still have questions or comments, send an email to request assistance from our staff. "Reimbursements" should be the subject line, and address the email to:

OH@nmetc.med.navy.mil