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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change (NASA Only)

Subject: Official Representational Fund w/Changes 1 - 5 (Revalidated 05/10/2012)

Responsible Office: Office of the Administrator

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Chapter 3. Requesting Reimbursement and Accounting for Advances and Receipts

3.1 CLAIMS AND ACCOUNTING

3.1.1 NASA Form 1082, Claim for Reimbursement and/or Accounting for Advance from the Administrator's Fund, will be completed and submitted with the pertinent, substantiating documents (e.g., receipts, direct deposit information for electronic payment process) through the Administrative Officer for the Office of the Administrator, and the Chief of Staff. A copy of the approved NASA Form 1081 that requested the use of the funds will be submitted with all other substantiating documentation.

3.1.2 Upon approval by the Chief of Staff, the Administrative Officer will forward the NASA Form 1082, attachments, and payments, if applicable, to the RFO.

3.2 EXCEEDING APPROVED AMOUNTS

If the amount actually spent exceeds the amount approved by more than 25 percent, the amount in excess of the approved amount requires justification on the NASA Form 1082.

3.3 ACCOUNTING FOR EXPENDITURES

3.3.1 Accountability and Documentation. All expenditures for which payment is requested from the ORF will be properly accounted for and documented. Such accounting will accompany all claims for payment or reimbursement. Substantiating documents are required and include the following as applicable.

3.3.1.1 Separate itemization of amounts payable to the claimant and amounts payable directly to vendors, supported by receipts and vendor invoices, are required when direct payment to vendors is requested.

3.3.1.2 A certification that the goods and/or services represented by each vendor invoice attached has been received and that payment is due.

3.3.2 Final Accounting for Advances. As soon as possible, but not later than 60 calendar days after receipt of the advance, the recipient will prepare the final accounting. The final accounting will be completed per the guidance provided in section 3.1. If there are extenuating circumstances, as determined by the RFO, an advance may be outstanding more than 60 calendar days as needed to meet the requirements of the Office of the Administrator.

3.4 ACCOUNTING FOR RECEIPTS

3.4.1 When NASA employees attending an official function are charged a pro rata share of the cost of food and refreshments, the Administrative Officer for the Office of the Administrator, acting for the Chief of Staff, will maintain a record of the amounts collected, safekeeping the funds in a secured container, and periodically transmitting these monies and records to the RFO.

3.4.2 The RFO will deposit these funds in the U.S. Treasury and ensure that amounts collected in excess of the actual cost will be deposited in the appropriate account of the U.S. Treasury.

3.5 PAYMENT

Payments to the account of the claimant will be made consistent with the NASA Financial Management Manual 9630, Invoice Examination and Payment.

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