

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
COLA - UNIQUE EXPENSES REIMBURSEMENT WORKSHEET

Attach a copy of the receipt reflecting payment.

1. Name (Last, First, MI)

2. Rank/Rate

3. EmplID#

4. Permanent Unit

Purpose: In some overseas areas members incur significant **mandatory** and **excessive** expenses for items that Continental U. S.-based members never purchase. Since the expenses are not incurred in the Continental U. S. they cannot be made a part of the ordinary Cost of Living Allowance (COLA) index calculation. For these expenses, payment is a dollar-for-dollar reimbursement for a specifically authorized expense at designated authorized locations. Use this worksheet to transmit your receipt(s), showing you have incurred an authorized reimbursable expense, to PPC (MAS).

5. Period of time of requested tax reimbursement (i.e. 1 July 15 to 30 June 16)

6. Amount claimed in U.S. Currency (i.e. \$200.00):

From: _____ To: _____

As of **1 October 2014**, only taxes or fees for the countries and purposes listed below are reimbursable.
(Ref: *Joint Travel Regulations (JFTR), Appendix J, Part II*)

7. Country Fee or Tax paid to

Singapore

8. Type of Fee or Tax

Road Tax for one POV (may be reimbursed once per calendar year).

Registration/Transfer fees for one POV (may be reimbursed once per calendar year).

9. Member's Signature

10. Date

*There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim
(U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).*

Instructions

Attach a copy of the receipt reflecting payment. The receipt must be legible.

This worksheet, along with a copy of the tax or fee receipt, must be emailed, mailed or faxed to USCG Pay & Personnel Center.

E-Mail Address: PPC-DG-CustomerCare@uscg.mil

Fax Number is 785.339.3754

Mail to:

Commanding Officer (MAS)
USCG Pay & Personnel Center
444 SE Quincy Street
Topeka, KS 66683-3591

The amount claimed in item 6 will be reimbursed to you, if it is for an authorized expense and is supported by a valid receipt, via your regularly military pay and will appear on your Payslip.

The payday the payment is made is dependent on the date your request is received and processed at PPC Topeka and the DA Payroll Processing Schedule. Generally, requests must be received 10 to 12 working days before the payday in order to be processed in time to be included in the next payroll processing cycle.

Attach a copy of the receipt reflecting payment.