



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
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NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 7200.2L
14
10 Mar 2015

NAVYCRUITDIST NEW ORLEANS INSTRUCTION 7200.2L

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: PROCEDURES FOR REIMBURSEMENT OF OUT OF POCKET EXPENSES
(OPE) INCURRED IN PERFORMANCE OF OFFICIAL RECRUITING DUTY

Ref: (a) Joint Federal Travel Regulation, Para U7030
(b) COMNAVCRUITCOMINST 5400.2E w/ch-9
(c) COMNAVCRUITCOMINST 4400.1E
(d) Defense Travel System, Local Voucher

Encl: (1) Sample OPE Claim Form

1. Purpose. To set forth the procedures for reimbursement for actual and necessary expenses incurred during the performance of official recruiting duty as prescribed in reference (a).

2. Cancellation. NAVCRUITDISTNOLAINST 7200.2K.

3. Background. Recruiting duty occasionally requires the expenditure of personal funds in order to get the job done. Depending on the nature of the expense, certain amounts may be reimbursable. Reference (a) delineates the specific expenses that are reimbursable by the government, and defines the limits on that reimbursement. It should be understood by all hands that a claim for reimbursement must be a bona fide request that honestly complies with both the spirit and intent of the contents of reference (a) and follows the guidelines outlined in reference (b).

4. Discussion. The following procedures pertaining to entitlement and submission of Out of Pocket Expenses will be followed:

a. Joint Federal Travel/Regulations (JFTR), paragraph U7030, provides for reimbursement of military personnel whose primary duty assignment is to perform recruiting duty and who incur specified types of expenses in the course of recruiting. Reimbursable expenses are limited to:

(1) Snacks, non-alcoholic beverages and occasional, but not frequent, lunches and dinners when purchased by the recruiter for prospective recruits, candidates and their families or other individuals who directly assist in the recruiting effort. Expenditures for lunches and dinners should be kept to a minimum. It is not mandatory nor desirable that EVERY APPLICANT be bought a lunch.

(2) Parking fees incurred while at itinerary stops.

(3) Center of Influence (COI), which is a person such as a student counselor, physician, priest, etc., which has significant impact on the applicants decision to join the Navy.

(4) Purchase of photographic copies of vital documents for prospective recruits and candidates, including birth certificates, school transcripts, diplomas, registration certificates, etc.

(5) Other small but necessary expenditures related to recruiting duty that the member must pay from personal funds. OPE will not be used for entertainment or personal expenses.

b. Items not authorized for OPE include, but are not limited to, the following:

(1) Snacks for Future Sailors

(2) Federal Express

(3) Alcoholic beverages

(4) Expenditures for recruiter's dependents

(5) Coffee Mess items, or any item that is covered by other regulations.

c. Claims for reimbursement must be explicit in stating the nature of the expense and must include a numerical count of prospects or center of influential persons on whose behalf each expense was incurred. Military personnel on active duty for

training and civilian employees of the federal government are not considered center of influential personnel. Costs for Center of Influence (COI) events, as opposed to buying one or two individuals a snack, as well as other normal operating expenses, should not be claimed on OPE.

d. All legitimate claims will be honored, regardless of size of claim. Obviously, any claim exceeding the JFTR nominal threshold of \$75.00 are subject to additional scrutiny. Claims which routinely exceed this amount will be validated against the recruiter's production record.

5. Action.

a. All requests for reimbursement must be submitted via DTS and NAVCRUIT 7000/2, enclosure (1). Enclosure (1) must be properly completed in order for reimbursement to occur. The Commanding Officer will make final determination of eligibility to submit a claim, ensuring that the claimant was functioning as a recruiter as determined in paragraph 4.a. of this instruction. Claims submitted by the 5th of the month will be processed early, and all claims must be submitted to the LSO by the 10th of each month for the previous month. Late claims must be submitted with a written justification stating the reason for the delay via the Executive Officer for approval.

b. Receipts are required for any item claimed in excess of \$75.00. If a receipt is not available, attach an explanation as to why the receipt is not available.

c. The amounts itemized in an OPE claim will be correct to the exact penny and must not be rounded off (i.e., \$2.97 vice \$3.00).

d. For expenses not fully reimbursed, consult tax laws for guidelines concerning deductions for business expenses.

e. Personnel assigned to the support billets of this District are not authorized to submit a claim for reimbursement except under unusual or special circumstances.

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f. The LSO and/or designated approving official will review all claims to ensure that each item listed is a reimbursable expense and to verify the accuracy of the OPE claims.

6. Forms. NAVCRUIT 7000/2 (9-84), is available from Supply Department.

/s/
C. A. STOVER

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