




U.S. Immigration
and Customs
Enforcement

SEP 2 2008

MEMORANDUM FOR: All Office of International Affairs Attaché Offices

FROM: Raymond R. Parmer Jr. 
Acting Director

SUBJECT: Interim Guidance for Liaison Expenditures

The Office of International Affairs (OIA) recently recognized the need for updated interim guidance concerning funding for Liaison Expenditures.

OIA is currently drafting guidance concerning these issues, and those Directives are forthcoming. This memorandum will provide guidance until these Directives are finalized.

In order to fully document and record expenditures, all ICE Attaché offices will be required to follow the below procedures when filing a claim with Standard Form 1164 (SF-1164), utilizing Object Class Code (OCC) 91 Funds:

- A) All liaison expenditures must be approved in advance by the ICE Attaché. Amounts over \$500 must be approved by OIA Headquarters.
- B) For meals and/or beverages, a maximum of \$15.00 (USD or foreign equivalent) must be subtracted from the total expenditure to be paid by each ICE representative. This deduction covers the ICE representative's meals and/or beverages. (When on per diem, meals and/or beverages for ICE representatives will only be reimbursed for amounts which exceed that allowable under Meals, Incidentals and Expenses (MI&E)). The \$15.00 (USD or foreign equivalent) deduction also applies to locally engaged staff (LES), however exceptions may be granted through prior approval from the Area Director.
- C) The ICE representative must complete an SF-1164, Claim for Reimbursement, for each expenditure. The SF-1164 must also contain a brief one sentence summary of the event or expenditure in the form's Section 6, "Expenditures" and a respective investigative/general case number. Do not identify Sources of Information (SOI) or potential SOI(s) by name on this document. Receipt(s) must be attached to the SF-1164.

- D) The ICE representative must also create a memorandum documenting the meeting, expenditure and claim (including details indicating a \$15.00 deduction for each ICE representative present). Details of topics discussed must be included. The memorandum must include a case number and a detailed description of the number of foreign counterparts hosted with their organization(s) and/or potential sources of information. Copies of the business card(s), and/or a list of names, and/or source numbers must be attached to this memorandum. This memorandum will be internal only for ICE records and maintained in the Attaché office. Reports of Investigations (ROIs) should be completed, if required, pursuant to case management guidelines.
- E) The ICE representative must submit the SF-1164, Claim for Reimbursement, to either the Embassy cashier or office imprest fund. A copy of the SF-1164 and receipt(s) must be filed with the memorandum (paragraph D) and supporting documents in the Attaché office.

Note: If the ICE Attaché maintains an imprest fund, the cashier must maintain the documents as required by the imprest fund policies and procedures.

In summary, the ICE Attaché OCC 91 office file should reflect the following items for each OCC 91 expenditure:

- 1) SF-1164 completely filled out, signed, and approved.
- 2) Copies of any receipts.
- 3) Memo documenting expenditure to include the deduction of ICE personnel (\$15.00 each).
- 4) Copies of business cards and/or name of attendees.

If you have any questions pursuant to this matter, please contact the appropriate Desk Officer.