

## AFMC Special Morale & Welfare Guidelines

<b>A. INDIVIDUAL RECOGNITION PROGRAMS</b>				
<b>R U L E</b>	<b>If support is for...</b>	<b>Then appropriated (ORF) funds under AFI 65-603 are</b>	<b>And appropriated funds under AFI 65- 601VI are</b>	<b>And nonappropriated SM&amp;W expenditures are</b>
	<b>Competitive Award Programs</b>			
<b>1</b>	Excellence in a particular function, school incentive program associated with the school's mission, mission accomplishment, special incentive program, or compliance motivation as authorized in a 36-series AFI	Not Authorized	Authorized (see below in this Competitive Awards Programs section for specific expenditures)	Not Authorized
<b>2</b>	Competitive base-wide awards programs (such as airman, NCO, and officer of the quarter/year) officially announced in advance, open to the base at large, and authorized in a 36-series AFI. For individual recognition functions that honor winners of base-wide competition. Only award winners are considered for determination of the authorized limitation. Nominees are not considered as award winners	Not Authorized	Authorized (see below in this Competitive Awards Programs section for specific expenditures)	Authorized (see below for specific expenditures).
<b>3</b>	Intramural sports and athletic competitions	Not Authorized	Authorized (see below in this Competitive Awards Programs section for specific expenditures)	Not authorized
<b>4</b>	Trophies, plaques, and other awards (excluding athletic events associated with base MWR sports programs)	Not Authorized	Authorized	Authorized: Awards cannot exceed <b>\$50</b> per award
<b>5</b>	Light refreshments, as defined in Footnote 1 (no alcohol) at award ceremonies	Not Authorized	Authorized	Authorized – see rule 7 below
<b>6</b>	Gift certificates, coupons, savings bonds, and nominal cash awards	Not Authorized	Not authorized	Authorized
<b>7</b>	Meals for award winner and spouses (competitive base-wide programs (Rule 2))	Not Authorized	Not authorized	Authorized: (if not in TDY status). Cannot exceed <b>\$30</b> per meal. Recognition receptions authorized in lieu of meal. Limited to <b>\$100 or \$2.50</b> (mil/civ), whichever is greater. Light Refreshment ONLY.

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<b>A. INDIVIDUAL RECOGNITION PROGRAMS (continued)</b>				
<b>R U L E</b>	<b>If support is for...</b>	<b>Then appropriated (ORF) funds under AFI 65-603 are</b>	<b>And appropriated funds under AFI 65- 601VI are</b>	<b>And nonappropriated SM&amp;W expenditures are</b>
<b>8</b>	Corsage/boutonniere or memento for spouse of award winners, authorized in addition to limitations established in Rule 7	Not Authorized	Not authorized	Authorized: <b>\$20 Limit</b>
<b>9</b>	Travel and per diem for attendance at awards ceremonies	Not Authorized	Authorized (JFTR, Vol 1, Chap 7)	Not authorized
<b>10</b>	Alcoholic beverages or any other expense	Not Authorized	Not authorized	Not authorized
<b>Promotions</b>				
	Combined total of Rules 11 and 12 cannot exceed \$30 per promotee, but in addition to the \$30 an additional authorization NTE \$20 per promotee for Rule 13 is authorized			
<b>11</b>	Insignia, stripes, and similar items	Not Authorized	Authorized (enlisted ONLY)	Authorized
<b>12</b>	Light refreshments, as defined in Footnote 1, at promotion ceremonies	Not Authorized	Not Authorized	Authorized
<b>13</b>	Corsage/boutonniere or memento for spouse of the individual being promoted	Not Authorized	Not Authorized	Authorized <b>(\$20 Limit)</b>
<b>14</b>	Alcoholic beverages or any other expense	Not Authorized	Not Authorized	Not Authorized
<b>Retirements</b>				
	<i>The combined total for Rules 15-16 for individual retirements cannot exceed \$75. For group retirements add an additional \$50 per individual retiree. In addition to the \$75 plus the \$50 for each additional retiree an authorization NTE \$20 per individual is also authorized for Rule 17.</i>			
<b>15</b>	Mementos: This <b>\$20</b> cannot be combined with other funds such as personal funds	Not authorized	Authorized: For the purchase of the American Flag <b>(retiring military personnel only)</b>	Authorized <b>(\$20 limit)</b>
<b>16</b>	Light refreshments, as defined in Footnote 1 (other than alcoholic beverages) at award ceremonies	Not authorized	Not authorized	Authorized

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<b>A. INDIVIDUAL RECOGNITION PROGRAMS (continued)</b>				
<b>R U L E</b>	<b>If support is for...</b>	<b>Then appropriated (ORF) funds under AFI 65-603 are</b>	<b>And appropriated funds under AFI 65- 601VI are</b>	<b>And nonappropriated SM&amp;W expenditures are</b>
<b>17</b>	Corsage/boutonniere or memento for spouse	Not authorized	Not authorized	Authorized <b>(\$20 limit)</b>
<b>18</b>	Alcoholic beverages or any other expense	Not authorized	Not authorized	Not authorized
<b>School Graduations</b>				
<b>19</b>	Formal school graduation ceremonies	Not authorized	Not authorized	Not authorized

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<b>B. CIVIC AFFAIRS AND EVENTS</b>				
<b>R U L E</b>	If support is for...	Then appropriated (ORF) funds under AFI 65-603 are	And appropriated funds under AFI 65- 601VI are	And nonappropriated SM&W expenditures are
	<b>Hosted by Community Leaders</b>			
<b>20</b>	Meals, excluding alcoholic beverages, for commanders or their designated representative when officially representing the Air Force at official events	Not authorized	Authorized (AFTR, volume 1, U4235-b)	Authorized (if not in official TDY status) NTE <b>\$100 per meal</b>
<b>21</b>	Any other expense	Not authorized	Not authorized	Not authorized
	<b>Hosted by Air Force for DoD Personnel</b>			
	<i>For guest of honor at or above levels listed in AFI 65-603 (Footnote 2)</i>			
<b>22</b>	Meals for Government or non-Government personnel	Authorized	Not authorized	Not authorized
<b>23</b>	Alcoholic beverages	Authorized (as part of official function)	Not authorized	Not authorized
<b>24</b>	Refreshments, receptions	Authorized	Not authorized	Not authorized
<b>25</b>	Memento for government personnel	Not authorized	Not authorized	Authorized ( <b>\$20 limit</b> )
<b>26</b>	Memento for non-government personnel	Authorized ( <b>\$285 limit</b> )	Not authorized	Not authorized
<b>27</b>	Pro-rata costs of non-DoD authorized guests' participation in Services activities	Authorized	Not authorized	Not authorized
<b>28</b>	Any other expense	Not authorized	Not authorized	Not authorized
	<i>For guest of honor below levels listed in AFI 65-603</i>			
<b>29</b>	Meals for government personnel	Not authorized	Not authorized	Not authorized
<b>30</b>	Meals for non-government personnel	Not authorized	Not authorized	Authorized ( <b>cannot exceed \$30</b> per meal)
<b>31</b>	Alcoholic beverages	Not authorized	Not authorized	Not authorized
<b>32</b>	Refreshments, receptions, etc.	Not authorized	Not authorized	Authorized (Light refreshments ONLY) receptions <b>cannot exceed \$100 or \$2.50 per person</b> (mil/civ), whichever is greater
<b>33</b>	Memento for government or non-government personnel	Not authorized	Not authorized	Authorized ( <b>\$20 limit</b> )
<b>34</b>	Pro-rata costs of non-DoD authorized guests' participation in MWR activities, excluding alcoholic beverages	Not authorized	Not authorized	Authorized ( <b>\$10 limit</b> )
<b>35</b>	Any other expense	Not authorized	Not authorized	Not authorized

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<b>B. CIVIC AFFAIRS AND EVENTS (continued)</b>				
<b>R U L E</b>	If support is for...	Then appropriated (ORF) funds under AFI 65-603 are	And appropriated funds under AFI 65- 601VI are	And nonappropriated SM&W expenditures are
	<b>Hosted by Air Force for Non-DoD Personnel</b>			
	<i>For fewer than 30 people, with no more than 80% DoD, OR 30 people or more, with no more than 50% DoD (Footnotes 2 &amp; 3)</i>			
36	Meals for government and non-government personnel	Authorized	Not authorized	Not authorized
37	Alcoholic beverages	Authorized (as part of official function)	Not authorized	Not authorized
38	Refreshments, as defined in Footnote 1, receptions, etc.	Authorized	Not authorized	Not authorized
39	Memento for government personnel	Not authorized	Not authorized	Authorized <b>(\$20 limit)</b>
40	Memento for non-government personnel	Authorized <b>(\$285 limit)</b>	Not authorized	Not authorized
41	Pro-rata costs of non-DoD authorized guests' participation in MWR activities	Authorized	Not authorized	Not authorized
42	Any other expense	Not authorized	Not authorized	Not authorized
	<i>For fewer than 30 people, with more than 80% DoD, or 30 people or more, with more than 50% DoD</i>			
43	Meals for government personnel	Not authorized	Not authorized	Not authorized
44	Meals for non-government personnel	Not authorized	Not authorized	Authorized <b>(cannot exceed \$30 per meal)</b>
45	Alcoholic beverages	Not authorized	Not authorized	Not authorized
46	Refreshments, receptions, etc.	Not authorized	Not authorized	Authorized (Light refreshments ONLY) receptions <b>cannot exceed \$100 or \$2.50 per person</b> (mil/civ), whichever is greater
47	Memento for government and non government personnel	Not authorized	Not authorized	Authorized <b>(\$20 limit)</b>
48	Pro-rata costs of non-DoD authorized guests' participation in MWR activities, excluding alcoholic beverages	Not authorized	Not authorized	Authorized <b>(\$10 limit)</b>

## AFMC Special Morale & Welfare Guidelines

<b>C. MEMORIAL OBSERVANCES</b>				
<b>R U L E</b>	If support is for...	Then appropriated (ORF) funds under AFI 65-603 are	And appropriated funds under AFI 65- 601VI are	And nonappropriated SM&W expenditures are
	<b>Patriotic, National, and Local</b>			
	<i>For patriotic, national, and local observances that uphold traditions of the Service and the United States (such as Veteran's Day or Memorial Day)</i>			
<b>50</b>	Flowers and wreaths	Not authorized	Authorized	Authorized (NTE <b>\$50 per observance</b> )
<b>51</b>	Light refreshments, as defined in footnote 1 at memorial observances. This rule is to be used for the deactivation and retirement of a squadron flag	Not authorized	Not authorized	Authorized (NTE <b>\$100 or \$2.50 per person (mil/civ)</b> , whichever is greater)
<b>52</b>	Any other expenses	Not authorized	Not authorized	Not authorized
	<b>Death</b>			
	<i>Upon the death of a military member or civilian employee of that organization; member of their immediate family; or distinguished leader of the local community with strong ties to the base: Immediate family is defined as spouse, mother, father, son or daughter of the active duty military or civilian employee</i>			
<b>53</b>	Flowers and wreaths	Not authorized	Not authorized	Authorized (NTE <b>\$50 per observance</b> )
<b>54</b>	Donations to charitable organizations in lieu of flowers when requested by the bereaved	Not authorized	Not authorized	Authorized (nominal NTE <b>\$50 per observance</b> )
<b>55</b>	Any other expense	Not authorized	Not authorized	Not authorized
	<b>Memorialization</b>			
	<i>Naming a street, building, etc. See AFI 36-3108</i>			
<b>56</b>	Travel of next of kin, friends, etc.	Not authorized	Not authorized	Not authorized
<b>57</b>	Plaque or permanent marker identifying the person being memorialized	Not authorized	Authorized	Not authorized
<b>58</b>	Costs associated with the actual ceremony (military band, invitations, programs, etc.)	Not authorized	Authorized	Not authorized

## AFMC Special Morale & Welfare Guidelines

<b>C. MEMORIAL OBSERVANCES (continued)</b>				
<b>R U L E</b>	If support is for...	Then appropriated (ORF) funds under AFI 65-603 are	And appropriated funds under AFI 65- 601VI are	And nonappropriated SM&W expenditures are
	<b>Memorialization (continued)</b>			
<b>59</b>	Reception for guest(s) of honor, other relatives or person being memorialized and special guests	Authorized at receptions ONLY	Not authorized	Not authorized
<b>60</b>	Flowers or corsage/boutonniere or memento for guest(s) of honor	Authorized at receptions ONLY	Not authorized	Authorized <b>(\$20 limit)</b>
<b>61</b>	Album with photographs and narrative about the ceremony for guest(s) of honor	Authorized at receptions ONLY	Not authorized	Not authorized
<b>62</b>	All other expenses	Not authorized	Not authorized	Not authorized
	<b>Ethnic and Holiday Observances</b>			
<b>63</b>	Activities designed to recognize the contributions that minorities and women have made to society (scholarly lectures, ethnic historical exhibits, art exhibits, displays, musical groups, etc.)	Not authorized	Authorized	Not authorized
<b>64</b>	Live artistic performance when part of a formal program designed to make the audience aware of cultural or ethnic history being celebrated	Not authorized	Authorized	Not authorized
<b>65</b>	Honoraria or speaking fee	Not authorized	Authorized	Not authorized
<b>66</b>	Meals for non-government guest speakers when away from home or regular place of business	Not authorized	Authorized	Not authorized
<b>67</b>	Small samples of ethnic foods prepared and served during a formal ethnic awareness program	Not authorized	Authorized	Not authorized
<b>68</b>	Holiday greeting cards or seasonal decorations for offices or personal use	Not authorized	Not authorized	Not authorized
<b>69</b>	Seasonal decorations, not of religious character, for use only where all members of the organization may benefit	Not authorized	Authorized	Not authorized

## AFMC Special Morale & Welfare Guidelines

<b>D. WELCOMING AND ORIENTING</b>				
<b>R U L E</b>	If support is for...	Then appropriated (ORF) funds under AFI 65-603 are	And appropriated funds under AFI 65- 601VI are	And nonappropriated SM&W expenditures are
	<b>Newcomers</b>			
	<i>Welcome, orientation, etc.</i>			
<b>70</b>	Light refreshments, as defined in Footnote 1 (other than alcoholic beverages)	Not authorized	Not authorized	Authorized (NTE <b>\$2.50 per person or \$100, whichever is greater</b> )
<b>71</b>	Alcoholic beverages or any other expense	Not authorized	Not authorized	Not authorized
	<b>Commander's Call</b>			
	<i>For commanders' call limited to \$2.50 per member per event</i>			
<b>72</b>	Free beer at commander's call	Not authorized	Not authorized	Authorized (conservative basis)
<b>73</b>	Other alcoholic beverages	Not authorized	Not authorized	Not authorized
<b>74</b>	Light refreshments, as defined in Footnote 1	Not authorized	Not authorized	Authorized (NTE <b>\$2.50 per person</b> )
<b>75</b>	Picnics	Not authorized	Not authorized	Not authorized
<b>76</b>	Any other expense	Not authorized	Not authorized	Not authorized



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<b>E. HOSTING VISITING PERSONNEL</b>				
<b>R U L E</b>	<b>If support is for...</b>	<b>Then appropriated (ORF) funds under AFI 65-603 are</b>	<b>And appropriated funds under AFI 65- 601VI are</b>	<b>And nonappropriated SM&amp;W expenditures are</b>
77	Fruit basket, welcome basket, etc. Can include local area products such as honey, jams or breads in lieu of fruits	Not authorized	Not authorized	Authorized <b>(\$12 limit)</b>
78	Memento for government personnel	Not authorized	Not authorized	Authorized <b>(\$20 limit)</b>
79	Memento for non-government personnel	Authorized <b>(\$285 limit)</b>	Not authorized	Not authorized
80	Meals, refreshments, receptions, etc. See guidance under Section B, Civic Affairs and Events	See guidance under Section B, Civic Affairs and Events		

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<b>F. ENHANCEMENT OF ENVIRONMENT</b>				
<b>R U L E</b>	<b>If support is for...</b>	<b>Then appropriated (ORF) funds under AFI 65-603 are</b>	<b>And appropriated funds under AFI 65- 601VI are</b>	<b>And nonappropriated SM&amp;W expenditures are</b>
<b>81</b>	Enhancing work areas	Not authorized	(See AFI 65-601 VI)	Not authorized
<b>82</b>	Enhancing living areas, like pictures and equipment in day rooms	Not authorized	(See AFI 65-601 VI)	Not authorized
<b>83</b>	Seasonal decorations (non-religious ONLY) where all members of the organization may benefit	Not authorized	Authorized	Authorized for dining facilities and hospitals

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<b>G. CONFERENCES, WORKSHOPS, AND SEMINARS</b>				
<b>R U L E</b>	<b>If support is for...</b>	<b>Then appropriated (ORF) funds under AFI 65-603 are</b>	<b>And appropriated funds under AFI 65- 601VI are</b>	<b>And nonappropriated SM&amp;W expenditures are</b>
	<i>Hosting visiting personnel incidental to conferences, workshops, and seminars</i>	See: B. Civic Affairs and Events and E. Hosting of Visiting Personnel		
	Other expenses associated with conferences, workshops, and seminars:			
<b>84</b>	Alcoholic beverages	Not authorized	Not authorized	Not authorized
<b>85</b>	Light refreshments, as defined in Footnote 1	Not authorized	Not authorized	Not authorized
<b>86</b>	Meals for government personnel	Not authorized	Not authorized	Not authorized
<b>87</b>	TDY expenses (lodging, travel, per diem, registration fee, etc.)	Not authorized	Authorized	Not authorized
<b>88</b>	Expenses for guest speaker (travel, per diem, lodging, honorarium, etc.)	Not authorized	Authorized	Not authorized
<b>89</b>	Any other expenses	Not authorized	Not authorized	Not authorized

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<b>H. CHANGE OF COMMAND CEREMONIES</b>				
<b>R U L E</b>	If support is for...	Then appropriated (ORF) funds under AFI 65-603 are	And appropriated funds under AFI 65- 601VI are	And nonappropriated SM&W expenditures are
	<i>When specifically approved in advance by the Secretary of the Air Force to further community, public, or international relations (applies to MAJCOM only except in the most exceptional circumstances warranting policy waiver)</i>			
<b>90</b>	For pro rata share of costs for authorized non-DoD attendees, excluding alcoholic beverages	Authorized (requires advance SAF approval)	Not authorized	Not authorized
<b>91</b>	Light refreshments, as defined in Footnote 1	Not authorized	Not authorized	Authorized (Maximum for <b>Center Commanders: \$1,500, Wing/Group Commanders: \$500, Squadron Commanders: \$200)</b> )
<b>92</b>	Printing of invitations, programs, etc.	Not authorized	Authorized	Not authorized
<b>93</b>	Alcoholic beverages	Not authorized	Not authorized	Not authorized
<b>94</b>	Meals for government personnel	Not authorized	Not authorized	Not authorized

# AFMC Special Morale & Welfare Guidelines

<b>I. MEMBERSHIP IN ORGANIZATIONS</b>				
<b>R U L E</b>	<b>If support is for...</b>	<b>Then appropriated (ORF) funds under AFI 65-603 are</b>	<b>And appropriated funds under AFI 65- 601VI are</b>	<b>And nonappropriated SM&amp;W expenditures are</b>
<b>95</b>	For membership in local civic organizations for the commander or designated representative where necessary to further the interests of the Air Force, the command, or the welfare of Air Force personnel	Not authorized	Authorized ONLY in the name of the organization	Authorized ONLY for commander or designated representative
<b>96</b>	For meetings, luncheons, etc. hosted by a civic organization for the commander or designated representative where necessary to further the interests of the Air Force, the command, or the welfare of the Air Force personnel only	Not authorized	Authorized (JFTR, volume 1, U4235-B)	Authorized (if not in official TDY status)
<b>97</b>	For membership in professional organizations	Not authorized	Authorized ONLY in the name of the organization	Not authorized
<b>98</b>	For membership in all other organizations	Not authorized	Not authorized	Not authorized
<b>99</b>	Any other expense	Not authorized	Not authorized	Not authorized

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## Special Morale & Welfare Guidelines

### FOOTNOTES

#### **FOOTNOTE #1**

For SM&W purposes light refreshments are defined as nonalcoholic beverages, desserts, or snacks. Alcoholic beverages of any kind, meals, buffets, banquets, smorgasbords and heavy hors d'oeuvres are excluded and do not qualify as light refreshments. **Nonalcoholic beverages include** coffee, tea, punch, and soft drinks. Snack type items include chips, dips, pretzels, cheese and crackers, fruit or vegetable trays, and finger foods. A combination of food items that constitutes more than a token serving is considered more than light refreshments.

#### **FOOTNOTE #2**

**Examples of authorized DOD Personnel For Use of Official Representation Funds (AFI 65-603)**  
Office of Secretary of Defense: Under Secretary of Defense; Assistant Secretary of Defense; General Counsel; DOD Assistant to Secretary of Defense; Organization of Joint Chiefs of Staff; Unified and Specified Commanders; Military Department Secretaries, Under Secretary of Military Departments; Chief of Staff of Army and Air Force, Chief and Vice Chief of Naval Operations; Commandant of the Marine Corps, Director of Defense Agencies. Refer to AFI 65-603.

#### **FOOTNOTE #3**

**Examples of authorized Civilian Guest For Use of Official Representation Funds (AFI 65-603)**

- a. Civic and community relation functions for both foreign and domestic communities in areas near Air Force installations and includes local government officials and prominent citizens (host and spouse): Governor, Mayor, Civic Groups; Local Police Commissioners, Senior Public Officials, Chamber of Commerce, etc.
- b. Entertainment incidental to visits by distinguished foreign nationals in other than a community relations context: Presidents of Foreign Countries, or equivalent; Foreign Ministers; Ambassadors, Secretary of Defense equivalent, Senators, Congressman equivalent, or Military Commanders.

## AFMC Special Morale & Welfare Guidelines

### UNAUTHORIZED EXPENDITURES

- Recreation events and awards (e.g. theater performances, tours, etc.)
- Membership dues for professional associations (O&M funds can be used)
- Tobacco or Tobacco products
- Purchase and mailing of greeting cards, holiday or calling cards, or the like
- Postage stamps
- Commercial telephone calls
- Free or open bars except beer at commanders' call
- Contributions to or support of private individuals/organizations
- Financing non-MWR programs (e.g. CHAP, project transition, drug abuse, etc.)
- Traditional receptions (Christmas, New Years' Day, etc.
- Purchase and maintain supplies, furnishings, equipment, etc.
- Alteration, modification, or maintenance & repair of facilities
- Transportation or payment of salaries or other compensation
- Donating to national or local charity groups, except in the case of death, in lieu of flowers
- Fuel for aircraft
- Gifts
- TDY expenses
- Community College of the Air Force (CCAF) functions
- Meritorious Service and Commendation Medal award ceremonies. (NOTE: HQ AFMC/A1S recommends presenting these awards in conjunction with a commander's call, for which SM&W funds are authorized.)
- Awards for excellence in accomplishments and competitions contributing to the military mission effectiveness. Examples include but are not limited to: Brave Shield, Red Flag, and Peacekeeper Competition.

# AFMC

## Special Morale & Welfare Guidelines

### SM&W REPORTING PROCEDURES

1. Commanders are responsible for reporting all SM&W expenditures on a quarterly basis.
2. Quarterly SM&W reports must be personally reviewed and signed by the installation commander. A separate report must be submitted for any:
  - a. Tenant organizations who receive separate allocations.
  - b. Tenant organizations' SM&W reports must be reviewed and submitted through the installation commander.
3. All expenditures must be reported within the quarter the funds were obligated. FYTD expenditures reported on the quarterly SM&W report should equal the FYTD expenditures reflected on the consolidated cost center code "Q" financial statement.
4. SM&W reports must be submitted IAW AFI 34-201. The prescribed report format is at page 12.
5. Signed SM&W reports must be submitted to HQ AFMC/A1SFM NLT the 15<sup>th</sup> day of the next month following the end of the applicable quarter (e.g., 15 Feb for expenditures from 1 Oct-31 Dec). These reports must be reviewed and signed by the installation nonappropriated funds financial analyst (NAFFA), the custodian (RMFC), the approving official (SV director) and the installation commander.



# AFMC Special Morale & Welfare Guidelines

SAMPLE FORM

Quarterly Special Morale & Welfare Expenditure Report RCS: HAF-MWR (Q) 8401 Report											
MEMORANDUM FOR HQ AFMC/SV											
From: Base											
SUBJECT: Special Morale and Welfare (SM&W) Expenditure											
In accordance with AFM 34-201, SM&W expenditures are submitted for											
Mo Paid	DATE OF EVENT	Rule	CC	PURPOSE	RECIPIENT	ITEM	Number of Attendees DOD	Number of Attendees Non DOD	AMOUNT		
Typed Name and Grade of the Reviewing Nonappropriated Fund financial analyst											
Typed Name and Grade Of Reviewing Custodian											
Typed Name and Grade of Approving Official											
Typed Name and Grade of Installation Commander											
Page Total									\$		
Quarterly Expenditure									\$		
Fiscal Year to Date									\$		
Signature											
Signature											
Signature											
Signature											

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**CONCERNS & FREQUENTLY ASKED QUESTIONS**

**Problems observed with quarterly reports**

Promotions: No list to support requests

Retirements: Flowers and mementos are not listed separately on reports

“Welcome Baskets”: No list to support requests

Balances not reported with the financial statement

Change of Command: No list of the recipients’ name and organization, such as Center, Wing/Group or Squadron Commanders

**SAMPLE FORM**