

Funeral Reimbursement Process: Requesting payment of funeral and/or interment expenses

| No. | Activity/Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|-----|---|--|--------------------------------------|---------------------|---------|-------|
| 1 | Identify reimbursement for funeral expense? | Casualty Assistance Officer (CAO) discusses reimbursement for funeral expenses with next of kin (NOK). | | | | |
| 2 | Complete DD Form 1375 | NOK completes DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses) with assistance from CAO. This should be completed as soon as possible after the funeral. NOK is encouraged to have the reimbursement paid directly to the funeral home. | AR 600-8-1, Appendix O | DD Form 1375 | | |
| 3 | Send DD Form 1375 | CAO sends DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses) to Casualty Assistance Center (CAC). The method of delivery depends on the location of the CAC (e.g. hand delivery, fax, or email). | | DD Form 1375 | | |
| 4 | Receive DD Form 1375 | CAC receives DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses) from CAO. The method of delivery depends on the location of the CAC e.g. hand delivery, fax, or email). | | DD Form 1375 | | |
| 5 | Receive funeral reimbursement payment | NOK receives funeral reimbursement payment. | | | | |