



MISSOURI WING FINANCIAL MANAGEMENT PROCEDURE 173-4

01 OCTOBER 2009

Finance

WING TRAVEL POLICY

This procedure establishes instructions and procedures for Civil Air Patrol (CAP) and wing members undertaking travel as authorized by CAP regulations and this procedure.

SUMMARY OF CHANGES.

This revision deletes the reference to wing credit card use for travel expenditures, adds the MOWGF 173-F for advance funds requests and deletes the expiration notice.

1. Missouri Wing travel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol programs and services. Missouri Wing will pay for member travel incurred in pursuit of CAP goals, when authorized by wing or requested by National Headquarters. Members are expected to observe CAP regulations, policies and procedures when reporting expenses related to travel.

2. Guidelines:

a. Wing members should be forward thinking in looking for the best return on investment. This procedure is intended to provide guidelines for wing members to ensure effective use of time and to minimize expenses. While this procedure strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member. The member should be aware of the right of wing staff to review claims and should therefore maintain sufficient records to validate expenses incurred.

b. Because of the time and expense involved, travel should be undertaken only when personal contact is necessary to conduct the required mission or purpose and when no other form of communication may be substituted. Should travel be necessary, it is the member's responsibility to keep the costs associated with the trip to a reasonable minimum.

c. Airline, hotel, and rental car reservations should be made using the lowest rate available. Lodging rates for Board of Governors meetings and wing conferences will be reimbursed at the conference or host hotel rate.

d. Members on wing business travel are official representatives of Civil Air Patrol and the Missouri Wing, and it is expected that their public behavior will, at all times, project an image that is a credit to the organization.

3. Reimbursement Of Member Expenses

a. To be reimbursed, member costs for travel, fuel, etc. must be reasonable and in accordance with CAP regulations and wing policies. The general criteria for a reimbursable expense are:

- (1) Reasonableness of the expense, and
- (2) Wing-related business purpose

b. Acceptable expenses include, but are not limited to, lodging, air transportation, vehicle fuel, taxi fare or car rentals, and purpose-related telephone calls.

4. CAPF 108 Expense Report

CAPF 108, MOWGF 173 or an internally developed wing form may be used to document travel and obtain reimbursement. The travel form should be filed within 30 days after the completion of the travel. Only reasonable wing-related expenses may be reimbursed and must be itemized on the travel form. All required receipts for reimbursed expenses should be attached to the form unless otherwise indicated in this procedure. The traveling member should sign the travel form verifying validity, and an appointed member should also sign in order to authorize reimbursement.

5. Travel Expenses:

The wing may reimburse reasonable expenses for members authorized to travel. Members must retain and attach receipts for all travel related to expenditures regardless of dollar value unless otherwise indicated. These receipts must be attached to the wing travel form for reimbursement.

6. Travel Advances:

The finance committee will approve travel advances on a case-by-case basis. The member must submit a MOWGF 173-F, Finance Request for Advance Funds, and a budget report to the finance committee detailing the estimated costs of the wing-related travel. The finance committee will determine the authorization and amount of the travel advance. Traveling members receiving travel advances will be required to repay any funds that are in excess of actual expenses incurred. The member will submit a report listing expenses incurred and will attach respective original receipts to the report. If the member does not submit the report with all receipts within 30 days, the member will be responsible for reimbursing the wing the entire amount of the advance.

7. Air Travel:

a. When a wing aircraft may not be used for travel and air travel is required, all airline reservations and ticket purchases will be made by the member's personal credit card. Written

approval must be obtained by the finance committee for air travel. Non-refundable tickets are to be used for the ticketed flight. In the event the member's itinerary changes prior to departure and a change fee is charged, the wing will reimburse the change fee only with written authorization from a member of the finance committee.

b. Flights should be booked as far in advance as possible to obtain advance purchase prices on tickets. Air fare will be reimbursed to members by submitting a wing travel form with a copy of the payment document.

c. Members are encouraged to economize on airport parking where practicable. Cost saving measures should include parking in longer-term lots for trips. All parking expenditures should be itemized on the wing travel form and receipts should be attached.

d. When making reservations, members should accept the lowest fare in the market place without regard to the airline providing the service. For purposes of obtaining the best fare possible, the member should be reasonably flexible regarding flight times. Every attempt should be made to take advantage of reduced rates.

e. Coach class (or lowest available) should be used by all members. Business and First class fares are not authorized.

f. Unused non-refundable tickets are to be applied to future tickets. Members are reminded of their responsibility to reschedule non-refundable tickets in order not to lose the value of the scheduled airfare when a trip is cancelled.

g. Private Aircraft expenses may be paid if the pilot has the Wing Commander's approval along with a copy of an appropriate, current pilot certificate and proof of insurance. Reimbursement may be made on the cost of the fuel to the same destination.

8. Ground transportation:

a. Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP wing vehicles for transportation during wing-related travel. If a rental car is required, members will select the lowest cost rental vehicles that meet purpose requirements. Members should retain receipts for this along with any fuel purchased for the rented vehicle. Luxury size sedans or SUVs are not allowable without prior approval of the finance committee. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of reserved model.

b. The wing may reimburse fuel for members who use a personal vehicle for travel. Tolls and parking charges may also be reimbursed for both personal and rented vehicles. Members are responsible for all other expenses incurred while driving their personal vehicles, including moving traffic violations and parking tickets.

c. The wing may not compensate the member using his/her own vehicle for any physical automobile damage or for any amount, which may be deductible from the member's collision insurance coverage.

9. Meals

a. Business Meeting Meals or Entertainment: Business meeting meals or entertainment must have a business purpose and must include two or more persons. Costs should be reasonable and customary for the location. Itemized receipts are required.

(1) Reimbursement: If the expense was out-of-pocket, it may be submitted for reimbursement on the form. Tips for business meeting meals or entertainment are reimbursable up to 20% of meal cost.

(2) Alcoholic beverages: Regardless of the payment method used, alcoholic beverages associated with a business meeting meal or entertainment will not be reimbursed.

b. Personal Meals

(1) Personal meals – non-mission related: These are individual, everyday meals consumed during business travel and do not include reimbursable missions outlined in CAPR 173-3. Travelers will be reimbursed for expenses up to the per diem limit for meal expenses. Per GSA guidelines, travelers will be reimbursed 75% of the allowable per diem on the first and last days of travel. Employees are expected to ensure that all expenses claimed are reasonable. The government issues per diem rates for specific locations, which are published in the Federal Travel Regulations that can be located at <http://www.gsa.gov> under the per diem rates link.

(2) Same day travel: Wing members do not qualify for personal meal reimbursement during same-day travel. IRS regulations require that an employee be away from home substantially longer than an ordinary day's work **and** during the time away from home, need sleep or rest.

c. Personal Meals – Missions Reimbursable Under CAPR 173-3

(1) All authorized CAP personnel will be reimbursed for meals at a flat rate of \$25 per day for Air Force missions as described in paragraph 1a(4)(c) of CAPR 173-3. Itemized receipts are not required.

(2) When CAP's mission participation is being funded by another agency, meals reimbursement up to the full Federal government rate can be authorized by the funding agency. In this case itemized receipts are required.

10. Miscellaneous:

- a.** Telephone and fax: Reasonable charges for communications made for wing-related purposes will be reimbursed. Receipts for those charges must be attached unless included on the hotel statement. Internet charges are also reimbursable with prior approval.
- b.** Laundry: Personal laundry and cleaning and pressing of clothing will not be reimbursed.
- c.** Tips: Reasonable tips for baggage handling may be reimbursed.
- d.** Registration fees: Reasonable charges for registration fees may be reimbursed.
- e.** Alcoholic beverages: Alcoholic beverages will not be reimbursed.

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