



## CAP REGULATION 173-1

1 April 2019

APPROVED/L. CAMPBELL/CAP/FM

Finance

### FINANCIAL MANAGEMENT PROCEDURE 3 - WING TRAVEL POLICY

CAP Regulation 173-1, dated 15 November 2012, as amended by ICL 17-02, dated 15 March 2017, is supplemented as follows:

#### SUMMARY OF CHANGES

Added authorization for reasonable tips, with and without receipts.

**24.a. Added.** Travel is defined as any previously approved trip for Civil Air Patrol business utilizing air or ground transportation away from the general area of the member's CAP home unit, and of a long duration usually requiring an overnight stay. Attending assigned unit meetings or other nearby CAP activities is not covered by this policy. California Wing may pay for member travel incurred in pursuit of CAP goals, when requested by wing or by National Headquarters and authorized in writing. Any travel by wing staff to be paid by CAWG funds must be approved in advance by the CAWG Commander or CAWG Finance Committee. Travel by any member of a subordinate group or squadron of California Wing must be approved in advance by the unit's Finance Committee and recorded in minutes in advance of the expenditure. Travel outside California by any member of wing staff, or by any member of a subordinate unit must be approved in advance by the CAWG Commander or CAWG Finance Committee. Copies of the written approval or Finance Committee minutes will be attached to the reimbursement claim. Ground transportation each way of less than 150 miles should be accomplished during one day and is not considered to be travel. Fuel cost and tolls for one day trips may be approved by the appropriate unit commander or designee named on the current CAPF172 and reimbursed from unit funds on submission of CAWGF11 with receipt(s).

**24.b. Added.** Any travel where a member requests overnight hotel accommodation must be approved by the appropriate finance committee or CAWG Commander in writing. The written request must provide specific details and an estimate of the expenses. Utilization of CAP aircraft as an alternative should be considered. Any member requesting overnight accommodations needs to provide a comparison of the cost of travel by vehicle, aircraft and the hotel and other costs of the travel with a specific justification of the mode selected.

**24.c. Added.** Wing members should look for the best return on investment when planning travel. This policy is intended to provide guidelines for wing members to ensure effective use of time and to minimize expenses. While this policy strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member. The member will be required to submit detailed documentation including receipts to validate claimed expenses. Wing Staff will be reviewing all claims for reimbursement. Claims without detailed records will be returned to the originator for proper supporting documentation. A copy of a credit card charge showing only the total charge is not acceptable. Details of the charge need to be attached to the

claim for reimbursement.

**24.d. Added.** The use of subordinate unit Synovus Visa cards for travel is only for miscellaneous small expenses. Because of the restricted credit limit, charges for meals, lodging, car rentals and airline expense should utilize personal funds.

**24.e. Added.** 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.

**24.f. Added.** Airline, hotel, and rental car reservations should be made using the lowest rate available. Lodging rates for national, region and Wing conferences/meetings will be reimbursed at the lower of actual cost or the GSA rate. GSA rate may be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

**24.g. Added.** Members on California Wing business travel are official representatives of Civil Air Patrol — U.S. Air Force Auxiliary and the California Wing. It is expected that their public behavior will, at all times, project an image that is a credit to the organization and comply with regulations and policies.

**24.h. Added. Reimbursement of Member Expenses**

To be reimbursed, member costs for travel and fuel, 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.

Acceptable expenses include, but are not limited to, lodging, air transportation, vehicle fuel, taxi fare or car rentals, parking, tolls, luggage fees, and purpose-related telephone calls. Authorized expenses must be itemized in the approved Finance Committee minutes or Wing Commander's written authorization.

**24.i. Added. CAWGF 8 Travel Voucher**

CAWGF 8, *California Wing Travel Voucher*, will be used to document travel and obtain reimbursement of personal expense, i.e., items paid by personal credit card, cash or check. Only reasonable and pre-authorized wing-related expenses will be reimbursed. Receipts for claimed expenses must be attached to the form. Documents must show details of the charges and not be merely a copy of a credit card charge slip showing only a total amount. The traveling member must sign the CAWGF 8 verifying validity, and a Finance Committee member must also sign to authorize reimbursement. A copy of the Finance Committee minutes reflecting the advanced approval of the travel and including a not to exceed amount, or other written authorization from the Wing Commander including emails must be attached. The CAWGF 8 must be submitted to CAWG/FM within 10 calendar days after completion of the travel.

**24.j. Added. CAWGF 5 Credit Card Purchases**

CAWGF 5, *Credit Card Purchases*, will be used to identify items purchased on the CAP Synovus Visa credit card. Receipts documenting the expense will be attached. This includes a copy of the credit card charge slip and a copy of the invoice or receipt detailing what was purchased. Processing will be in accordance with Financial Management Procedure 2. The CAWGF 5 will be submitted with receipts prior to the 21st day after the credit card statement closing date. Failure to turn in the approved CAWGF5 with all the

documentation in a timely manner may result in the credit card being cancelled.

**24.k. Added. Travel Advances**

The California Wing Commander or appropriate Finance Committee may approve travel advances on a case-by-case basis. The member must submit a proposed budget to the Wing Commander or Finance Committee detailing the estimated costs of the travel. The Wing Commander or Finance Committee will determine the amount. The request may or may not be approved. After completion of travel, the member will attach a reconciliation of the advanced funds to actual expenses incurred, supported by receipts. Members receiving travel advances will be required to repay any funds that are in excess of actual expenses incurred. Shortages paid from personal funds will be claimed using the CAWGF 8 process described above. Shortages paid with the CAP Synovus Visa card will be claimed on CAWGF 5 as described above. If the member does not submit the report with all receipts within 10 calendar days, the member will be responsible for reimbursing the Wing the entire amount of the advance.

**24.l. Added. Corporate Aircraft and Airline Travel**

When air travel is required, a cost analysis should be conducted to determine the use of a corporate aircraft vs. commercial airline. If airline use is deemed more economical, reservations and ticket purchases will be made by the member's personal credit card or the Synovus Visa credit card if credit limit permits. Written approval by the CAWG Commander or CAWG Finance Committee must be obtained for air travel. 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 CAWGF 8. When making reservations, members should accept the lowest fare in the market place without regard to the airline providing the service. Reservations on a known discount airline such as Southwest, Jet Blue, etc. should be considered for comparison purposes even if it means changing aircraft one or more times to get to the destination. 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. Coach class (or lowest available) should be used by all members. Business and First class fares are not authorized. 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. 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.

**24.m. Added.** Many airlines now charge fees for checked baggage. Wing will reimburse members for the cost of their checked baggage not to exceed \$100. Receipts will need to be submitted.

**24.n. Added.** Members are encouraged to economize on airport parking. Cost saving measures should include parking in longer-term lots for trips. All parking expenditures should be itemized on the CAWGF 8 or CAWGF 5 and detailed receipts including any credit card charge slips need to be attached. Parking will be reimbursed at not to exceed \$20 per authorized days of the trip. Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP 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 original detailed receipts for the rental charges along with documentation of any fuel purchased for the rented vehicle. Luxury size sedans, vans or SUVs are not allowed without prior approval of the Wing Commander or Finance Committee. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of the reserved model. 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. Mileage for the ground transportation must be recorded on the CAWGF 8. The Wing will 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.

**24.o. Added.** Personal meals are individual, everyday meals consumed during business travel with related lodging expense. A maximum of three personal meals per day may be reimbursed. Under no circumstance may the per diem reimbursement for meals exceed \$55.00 for three meals. 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.

**24.p. Added.** Reasonable charges for telephone, WiFi, or FAX communications made for Wing-related purposes will be reimbursed. Detailed receipts for those charges must be attached unless included on the hotel statement. Internet charges are also reimbursable with prior approval. Members should use their personal cell telephones to minimize costs. Reasonable charges for registration fees will be reimbursed if approved in advance. Personal laundry and cleaning and pressing of clothing will not be reimbursed. Alcoholic beverages will not be reimbursed.

**25.b.(4). Added.** Tips are reimbursable provided they are included with a specific percentage or Not to Exceed amount on the finance committee minutes authorizing the future travel. Tips for meals are reimbursable up to 15% of meal cost. Reasonable cash tips for taxi, baggage handling and similar services less than \$25 may be reimbursed without a receipt if they are explained and itemized on the CAWGF8. If a receipt is not available, document the tip with a statement including the date, amount, who received it and the reason for giving. Attach the statement to the CAWGF8 package requesting reimbursement.

ALAN W. FERGUSON, Colonel CAP  
Commander

**Attachment 1 - Compliance Elements**

There are no compliance elements for this regulation.