



FINANCIAL MANAGEMENT PROCEDURE - TRAVEL

CAP Regulation 173-1 (ICL 17-02), dated 15 November 2012, is supplemented as follows:

24. 1 Added. Travel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol programs and services. LAWG will pay for member travel incurred in pursuit of CAP goals, when authorized by the wing finance committee. Members are expected to observe CAP regulations, policies and procedures when reporting expenses related to travel. Members on approved travel must be familiar with the State of Louisiana Travel Guide, available on line at www.doa.Louisiana.gov/osp/travel. Louisiana Wing is a quasi- State Agency and as such comes under the Policy and Procedures Memorandum 49 covering State Travel Regulations. The regulations limit amount of reimbursement for meals, travel (air and vehicle), baggage charges, parking, etc.

24.2 Added. Guidelines.

24.2.1. Added. Wing members should be forward thinking in looking for the best return on investment. This instruction is intended to provide guidelines for wing members to ensure effective use of time and to minimize expenses. While this instruction 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 and the Wing Finance Committee to review claims and should therefore maintain sufficient records to validate expenses incurred.

24.2.2 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.

24.2.3 Added. Airline, hotel, and rental car reservations should be made using the lowest rate available. Lodging rates for National Board meetings, region and wing conferences (other than local wing conference) will be reimbursed at the conference or host hotel rate.

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

24.3 Added. Reimbursement of member expenses:

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

- Reasonableness of the expense, and
- Wing-related business purpose
- Has prior approval of Wing Commander with concurrence of the Wing Finance Committee

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

24.4 Added. State of Louisiana Travel Voucher.

The State of Louisiana Travel Voucher will be used to document travel and obtain reimbursement. The travel form should be filled out within 30 days after the completion of the travel. Only reasonable wing-related expenses may be reimbursed. All required receipts for reimbursed expenses must be attached to the form. The date(s) and purpose of the travel must be included on the Travel Voucher. The traveling member should sign the expense form verifying validity, and an appointed member should also sign in order to authorize reimbursement.

24.5 Added. 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. These receipts must be attached to the State of Louisiana Travel Voucher for reimbursement. The wing credit card may not be used for travel expenses. The member's card must be used and the member reimbursed.

24.6 Added. Travel Advances:

The finance committee will approve travel advances on a case-by-case basis. The member must submit 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.

24.7 Added. Air travel:

24.7.1 Added. When a wing aircraft may not be used for travel and air travel is required, all airline reservations and ticket purchases will be made on the member's personal credit card through the State authorized travel agency. 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.

24.7.2 Added. 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 the State of Louisiana Travel Voucher with a copy of the payment document.

24.7.3 Added. Members are encouraged to economize on airport parking where practicable. Cost saving measures should include parking in long-term lots for trips. Be sure to check the State Travel web site for lots that have reduced parking rates for state employees. All parking expenditures should be itemized on the State of Louisiana Travel Voucher and receipts should be attached.

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

24.7.5 Added. 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.

24.8 Added. Private Aircraft

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.

24.9 Added. Ground transportation:

24.9.1 Added. 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.

24.9.2 Added. 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.

24.9.3 Added. 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.

24.10 Added. Meals

24.10.1 Added. Business Meeting Meals

Business meeting meals 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.

24.10.1.1 Added. Use of the credit card: The credit card is the preferred method of payment for such expenses.

24.10.1.2 2 Added. Reimbursement: If the expense was out-of-pocket, it may be submitted for reimbursement on the State of Louisiana Travel Voucher. Receipts must be attached. Tips for business meeting meals are reimbursable up to 20% of meal cost.

24.10.1.3 **Added. Alcoholic beverages: Regardless of the payment method used, alcoholic beverages associated with a business meeting meal will not be charged.**

24.10.1.4 Added. Personal Meals. Personal meals are individual, everyday meals consumed during business travel, which is out of state from the parent wing and members domicile, may be reimbursed. A maximum of three personal meals per day may be reimbursed.

24.10.1.5 Added. 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.

24.11 Added. Miscellaneous:

24.11.1 Added. 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.

24.11.2 Added. Laundry: Personal laundry and cleaning and pressing of clothing will not be reimbursed.

24.11.3 Added. Tips: Reasonable tips for baggage handling may be reimbursed, but will not exceed \$3 per day.

24.11.4 Added. Registration fees: Reasonable charges for registration fees may be reimbursed.

24.11.5 Added. Alcoholic beverages: Alcoholic beverages **will not be reimbursed.**

THOMAS W. BARNARD, Colonel, CAP
Wing Commander

Attachment 1 - COMPLIANCE ELEMENTS

There are no additional compliance elements for this supplement.