



NORTH CENTRAL REGION SUPPLEMENT 1

CAP REGULATION 173-1

13 July 2023

APPROVED/K. BARNHART/CAP/FM

Finance

FINANCIAL PROCEDURES AND ACCOUNTING

CAPR 173-1, dated 15 November 2012, ICL 17-02 dated 15 March 2017, is supplemented as follows:

1. Payments.

Requests for payment to individuals and/or vendors will use the NCR Payment Voucher Form which must be submitted with itemized receipts and sent to the NCR FM (dsewell@ncr.cap.gov). For group meals a CAPF 170 Business Meals and Entertainment form must also be submitted.

2. Travel.

a. North Central Region (NCR) funded travel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol (CAP) programs and services. NCR will pay for member's travel when authorized by the NCR Finance Committee. Members are expected to observe CAP regulations, policies, and procedures when traveling on CAP business.

b. While this policy 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 region staff to review claims and should therefore maintain sufficient records to validate expenses incurred.

c. Should travel be necessary, it is the member's responsibility to keep the costs associated with the trip to a reasonable minimum.

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

e. To be reimbursed, member costs for travel, fuel, etc. must be reasonable and in accordance with CAP regulations and NCR policies. The general criteria for a reimbursable expense are reasonableness of the expense, region-related business purpose, and prior approval of the North Central Region Finance Committee.

f. Acceptable expenses include, but are not limited to, lodging, air transportation, vehicle fuel, taxi fare or car rentals, and meals.

- g. All travel funded using Corporate funds must be pre-approved using the NCR Travel Authorization Worksheet. The North Central Region Travel Authorization form must be submitted to the NCR/FM (dsewell@ncr.cap.gov) a minimum of two weeks prior to the event. Submissions made less than two weeks before the event will be considered on a case-by-case basis by the NCR Finance Committee. The completed Travel Authorization Form will be evaluated by the North Central Region Finance Committee and be sent back for further information or revision, approved, or denied. Travel requests must be covered by an approved NCR budget line. A travel pre-authorization must be accomplished both when payments are made by personal payment methods and Civil Air Patrol credit cards.
- h. After approved travel is completed, to apply for reimbursement the following forms must be submitted when personal payment methods (or non-NCR CAP payment methods) are used:
- a. NCR Payment Voucher,
 - b. NCR Travel Voucher,
 - c. itemized receipts,
 - d. CAPF 170 Business Meals and Entertainment (if there were group meals paid for) to document travel and obtain reimbursement.
- i. All reimbursement requests must be submitted within 60 days of the date of the expense (as indicated by the date on the receipts).
- j. If an NCR Visa Card is used to pay for travel the following must be submitted:
- a. NCR Visa Certification form,
 - b. itemized receipts, and
 - c. CAPF 170 Business Meals and Entertainment (if there were group meals paid for). The expenses paid for on the NCR Visa must be submitted within 10 days of the NCR Visa closing date (18th of the month), making the submission deadline the 28th of the month.
- k. The NCR Travel Voucher should be filed within 15 days after the completion of the travel. Only reasonable region related expenses may be reimbursed. As is indicated on the NCR travel pre-authorization form, POV Travel reimbursement will be for actual fuel cost or mileage costs whichever is less.
- l. Cost saving measures should include parking in long-term lots for trips. All parking expenditures should be itemized on the NCR travel form and receipts need to be attached. Private aircraft expenses will be paid only with the NCR Finance Committee's prior written approval along with a copy of an appropriate, current pilot certificate and proof of insurance. Reimbursement will be only for fuel unless prior written arrangements have been made with the NCR Finance Committee.
- m. Acceptable expenses include, but are not limited to, lodging, air transportation, vehicle fuel, taxi fare or car rentals, and meals.

n. All travel funded using Corporate funds must be pre-approved using the NCR Travel Authorization Worksheet. The North Central Region Travel Authorization form must be submitted to the NCR FM (dsewell@ncr.cap.gov) a minimum of two weeks prior to the event. Submissions made less than two weeks before the event will be considered on a case-by-case basis by the NCR Finance Committee. The completed Travel Authorization Form will be evaluated by the North Central Region Finance Committee and be sent back for further information or revision, approved, or denied. Travel requests must be covered by an approved NCR budget line. A travel pre-authorization must be accomplished both when payments are made by personal payment methods and Civil Air Patrol credit cards.

3. 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 shall 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 NCR Finance Committee. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of reserved model.
- b. With prior approval from the NCR Finance Committee, NCR 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. North Central Region will not compensate the member using his/her own vehicle for any physical automobile damage incurred during the trip. Nor will vehicle maintenance, servicing, washing or repairs be paid for personally owned vehicles.

4. Lodging.

All lodging must be approved prior to the event by the NCR Finance Committee, in writing.

5. Miscellaneous.

- a. Reasonable tips for baggage handling and taxi may be reimbursed.
- b. Reasonable charges for registration fees may be reimbursed.
- c. Alcoholic beverages will not be reimbursed.
- d. Personal laundry and cleaning and pressing of clothing will not be reimbursed.

6. Business Meeting Meals and Entertainment.

- a. Business meeting meals or entertainment must have a business purpose and must include two or more persons. Prior written permission of the NCR Finance Committee and is required.
- b. Use of credit card: An NCR corporate credit card is the preferred method of payment.
- c. Reimbursement: If the expense was out-of-pocket, it may be submitted for reimbursement on the required NCR forms (Refer to sections 1 and 2.) Tips for business meeting meals or entertainment are reimbursable up to 20% of meal cost. A CAPF 170 will be submitted with the receipt.

d. Alcoholic beverages: Regardless of the payment method used, alcoholic beverages associated with a business meeting meal or entertainment will not be charged to an NCR credit card and will not be reimbursed.

7. Personal Meals.

Three personal meals per day may be paid. Members may not claim reimbursement for same-day travel meals.

NOTE: The fillable forms referenced in this supplement are located on the Finance Directorate page on the North Central Region website (<https://ncr.cap.gov/members/directorates/finance>).

JOHN O'NEILL, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no compliance elements with this supplement.