



## NORTH CENTRAL REGION OPERATING INSTRUCTION 1

### CAP REGULATION 173-1

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### Travel Funding

This instruction describes the procedures for requesting and being reimbursed for funds pertaining to approved official travel by North Central Region Headquarters staff and others authorized by NCR/CC

1. This document codifies appropriate procedures to be used by authorized staff to request funding for travel, lodging registration, etc. in the performance of official duties directed by the NCR/CC

1. North Central Region (NCR) funded travel may be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol (CAP) and NCR programs and services.

2. It is the member's responsibility to keep the costs associated with the trip to a reasonable minimum.

3. All funded travel must be pre-approved using the NCR Travel Authorization Worksheet.

4. Funded travel may include, but is not limited to:

4.1 Commander Directed Travel

4.2 Personal staff training associated with assigned duty; e.g.

4.3 AEO School for assigned AEOs

4.3.1 Presentation of training at activities such as Wing Conferences, encampments, RCLS, etc

4.4 Routinely, funding for staff travel is limited to the Primary Staff Officer of a department.

4.4.1 If the Primary Staff Officer is unable to attend, a subordinate may be selected by the Primary Staff Officer to attend in his or her place.

4.4.2 Multiple members of a department may be considered, if fully justified (see below)

5 Funding for travel is always contingent of available funds.

5.1 Travel planning is to include consideration of previously approved budget for the department

5.2 Funding in excess of the department travel budget will be reviewed on a case by case basis

5.3 Every effort is to be made to limit costs.

5.4 Early bird registration, early airline registration, room sharing should be considered. Late fees will not be reimbursed

5.5 Items routinely considered for funding

5.5.1 Registration for activities

- 5.5.2 Banquet and/or meals provided by the activity
- 5.5.3 Lodging at the event
- 5.5.4 Transportation
- 5.5.5 Airline tickets (Main cabin)
- 5.5.6 Baggage Fees (Up to 1 bag)
- 5.5.7 Vehicle Fuel
- 5.5.8 Parking fees
- 5.5.9 Necessary local transportation fees (taxi, UBER, etc)

5.6 Items NOT funded: Individual meals

5.7 If you are presenting training or the like at an activity, frankly discuss with the sponsor if there are any funds available to defray your expenses. Information to that effect must be provided as part of the travel request.

## 6 Procedure

6.1 All required forms may be accessed on the NCR Website ([ncr.cap.gov](http://ncr.cap.gov)) under member resources/directorates/finance

6.1.1 All forms must be DOWNLOADED to the member's computer for completion. DO NOT fill in the version that appears on the computer screen. Complete the downloaded version for forwarding

6.1.2 Include the members Name, Event Name, and full date of the event

6.1.2.1 Payment vouchers must be itemized (with amounts) in the comments section

6.1.3 The NCR Travel Authorization Worksheet for all funded travel must be submitted to the NCR Chief of Staff ([cs@ncr.cap.gov](mailto:cs@ncr.cap.gov)) a minimum of 30 days prior to the event for validation review by the Command Team. Earlier submission is recommended

6.1.3.1 If request is validated, it will be forwarded to the Finance Committee for financial review and approval. If not, the request will be returned to the submitter for further action

6.1.3.2 Special cases will be considered on a case by case basis.

6.1.4 The NCR Travel Authorization Worksheet must be accomplished for all NCR funded travel whether using personal payment methods and expecting reimbursement or if using corporate credit card.

6.1.5 Travel requests must be covered by an approved NCR budget line.

6.1.6 DOWNLOAD the NCR Travel Authorization Worksheet from the NCR Website. Do not fill it out online.

6.1.6.1.1 Complete the form as directed.

6.1.6.1.2 Particularly, give a complete justification of the need for the funding in the remarks section.

6.1.7 Save the form to your computer, and email the form to [cs@ncr.cap.gov](mailto:cs@ncr.cap.gov).

6.1.7.1.1 Notification of approval/disapproval will occur within 2 weeks

## 6.2 Reimbursement

6.2.1 When using personal payment methods the following NCR Finance forms are to be submitted

6.2.1.1 NCR Payment Voucher

6.2.1.2 NCR Travel voucher

6.2.1.3 Itemized receipts. The actual final receipt must be submitted with the reimbursement claimants name shown on the receipt. Pre trip reservation documents will not be accepted. The receipt showing the full and final payment must be submitted.

6.2.1.4 CAPF 170 Business Meals and Entertainment (if there were group meals paid for) to document travel and obtain reimbursement. NOTE: funding for planned group meals is to be included on the Travel Authorization Worksheet

6.2.1.5 Save the documents preferably in PDF format, and then send them to [fm@ncr.cap.gov](mailto:fm@ncr.cap.gov)

6.2.1.6 All reimbursement requests must be submitted within 60 days of the date of the expense (as indicated by the date on the receipts).

6.2.2 When using NCR credit card The following procedures are to be followed

6.2.2.1 Submit the following forms

6.2.2.1.1 NCR Visa Certification Form

6.2.2.1.2 Itemized receipts

6.2.3 CAPF 170 Business Meals and Entertainment (if there were group meals paid for). NOTE: *The NCR Visa billing cycle runs from the 18<sup>th</sup> of each month. The charges made within that billing cycle, along with the associated receipts, are due to NCR FM NLT the 28<sup>th</sup> of each month.*

6.2.4 *The member will be sent their NCR Visa charges directly from the credit card company and the member is required to process their Visa charges as quickly as possible. NCR/FM has little direct input with the credit card process but is available to assist in the process as needed.*

6.2.4.1 For any payment method used, personal or corporate, each individual member traveling and expecting reimbursement must submit travel authorization and reimbursement paperwork themselves. A member combining their request with

another member is not allowed unless explicitly requested and approved by the NCR command team prior to the approved travel.

#### 6.2.5 The NCR Travel Voucher

6.2.5.1 It is to be filed within 15 days after the completion of the travel. POV Travel reimbursement will be for actual fuel cost; reimbursement for mileage is not authorized

#### 6.2.6 Ground Transportation.

##### 6.2.6.1 Non personal vehicle travel

6.2.6.1.1 Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP vehicles for transportation during Region-related travel.

6.2.6.1.2 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.

##### 6.2.6.1.3 Privately Owned Vehicle (POV)

6.2.6.1.3.1 Use of corporate vehicles is the preferred method for routine vehicle travel. However, privately owned vehicles may be used if that is the most sensible method of travel. NCR may reimburse fuel for members who use a personal vehicle for travel. NCR will not reimburse the member for any expenses related to utilizing a privately owned vehicle other than actual fuel costs. Anyone operating a COV or POV is also responsible for complying with all applicable CAP transportation regulations including hours of service guidance.

6.2.6.1.3.2 Tolls and parking charges may also be reimbursed for both personal and rented vehicles. Receipts are required.

6.2.6.1.3.3 Members are responsible for all other expenses incurred while driving their personal vehicles, including moving traffic violations and parking tickets.

#### 6.2.7 Business Meeting Meals and Entertainment.

6.2.7.1 Business meeting meals or entertainment must have a business purpose and must include two or more people

6.2.7.1.1 Inclusion of this planned activity is required on the Travel Authorization Worksheet

6.2.7.1.2 Use of credit card: An NCR corporate credit card is the preferred method of payment.

6.2.7.2 Reimbursement:

- 6.2.7.2.1 If the expense was out-of-pocket, it may be submitted for reimbursement on the NCR Travel Voucher and Payment Voucher
- 6.2.7.2.2 Tips for business meeting meals or entertainment are reimbursable up to 20% of meal cost.
- 6.2.7.2.3 A CAPF 170 will be submitted with the receipt.
- 6.2.7.2.4 All receipts submitted for reimbursement must be Itemized. A final payment receipt only showing the final amount will not be accepted without the Itemized receipt as well.

7 Forms may be downloaded from the NCR Website under member resources, directorates, finance or <https://ncr.cap.gov/members/directorates/finance>

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**Attachment 1**  
**COMPLIANCE ELEMENTS**

There are no compliance elements with this supplement.