



NEW HAMPSHIRE WING SUPPLEMENT 4

CAPR 173-1

17 APRIL 2018

APPROVED/H. LAGERMAN/CAP/FM

FINANCIAL PROCEDURE AND ACCOUNTING

TRAVEL

This supplement prescribes the procedures for wing member travel IAW CAPR 173-1

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

2. Guidelines:

Wing members should be forward thinking in looking for the best return on investment. 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 should be aware of the right of wing staff to review claims and should therefore maintain sufficient records to validate expenses incurred.

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.

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.

Members on wing business travel are official representatives of Civil Air Patrol and the NH 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:

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:

- Reasonableness of the expense, and
- Wing-related business purpose

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 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. All required receipts for reimbursed expenses should be attached to the form. 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. These receipts must be attached to the wing travel form for reimbursement. If the wing credit card is used to pay for travel-related expenses, receipts for authorized credit card purchases will be submitted with the monthly credit card statement.

6. 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.

7. Air travel:

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 or the wing 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.

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

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.

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.

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.

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.

8. Ground transportation:

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.

The wing may reimburse fuel for members who use a personal vehicle for pre-approved 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 or a Corporate owned vehicle, including moving traffic violations and parking tickets.

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.

The member or employee shall request reimbursement by submitting a "Request Check From NH Wing" (NHWF 173-1C) with description of usage and purpose.

9. Meals

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.

- Use of the credit card: The credit card is the preferred method of payment for such expenses.
- 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.
- Alcoholic beverages: Regardless of the payment method used, alcoholic beverages associated with a business meeting meal or entertainment will not be charged.

Personal Meals

Personal meals are individual, everyday meals consumed during business travel. A maximum of three personal meals per day may be reimbursed.

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.

10. Miscellaneous:

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.

- Laundry: Personal laundry and cleaning and pressing of clothing will not be reimbursed.
- Tips: Reasonable tips for baggage handling may be reimbursed.
- Registration fees: Reasonable charges for registration fees may be reimbursed.
- Alcoholic beverages: Alcoholic beverages will not be reimbursed. TRAVEL

Kevin N. Harbison, Colonel, CAP
Commander

Attachment 1 - COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
NHWG/FM	1	Did member submit TV with all receipts in a timely manner?	Keep travel log at HQ and review monthly.	Member did not submit TV and all receipts.	Submit TV
NHWG/FM	2	Did member request payment for items not covered?	WA reviews TV	Non approved items were reimbursed	Member returns funds