



**FINANCIAL MANAGEMENT PROCEDURE – TRAVEL**

CAP Regulation 173-1, dated 15 NOVEMBER 2015, is supplemented as follows:

**Paragraph 24a. (Added).** Ohio Wing travel should be undertaken when the benefits of the trip serve to execute or improve Civil Air Patrol programs or services. Ohio Wing will pay for member travel incurred when authorized in advance by the Wing Commander or when authorized and directed by National Headquarters. Members are expected to observe CAP regulations, policies and procedures when reporting expenses related to travel. Members are expected to obtain the lowest rate available for all travel related expenses. If available, members are encouraged to utilize “government rates” for all travel expenses.

**Paragraph 24b. (Added).** While this supplement strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member. It remains the right of Ohio Wing Command Staff and Finance Committee (if more than \$1,500) to review and approve or disapprove each expenditure and as such each member is expected to maintain sufficient records to justify each expenditure. In addition, travel funded by Regional or National HQ that is expensed for reimbursement through Ohio Wing must conform to the travel policies of those entities as they may differ from those of Ohio Wing.

**Paragraph 24c. (Added).** Members on wing business travel are official representatives of Civil Air Patrol and the Ohio Wing, and it is expected that their public behavior will, at all times, project an image that is a credit to the organization.

**Paragraph 24d. (Added). Member Reimbursement.** Typically, travel reimbursement may be requested when round trip travel exceeds 100 miles and/or an overnight stay occurs, the travel is directed by the Wing Commander, and an Ohio Wing Form 173A “Travel Authorization” is submitted and approved. Travel reimbursement will not exceed the pre-approved amount and Finance Committee approval is required in advance of the travel if the amount exceeds \$1,500; the Wing Commander may preapprove travel reimbursement up to \$1,500. Please note, when costs exceed the pre-approved amount the incremental amount must be approved either by the Wing Commander (up to \$1,500 total expenditures) or by the Finance Committee.

**Paragraph 24e. (Added). Documentation.** Proper documentation must be submitted for reimbursement. An Ohio Wing Form 10B (Wing Banker), check request form for travel reimbursement, will be used to summarize expenses. Itemized receipts for all expenses must be attached to the check request, regardless of the amount of the expense. Appropriate signature approval for all expenses must be included on the OHWG Form 10B. All personal reimbursement requests should be submitted within 30 days of incurring an expense or receiving an invoice. Requests for reimbursement presented after 60 days will not be honored IAW CAPR 173-1. All requests/receipts should be submitted in the fiscal year in which they are incurred.

**Paragraph 24f. (Added). Travel Advances.** The Finance Committee may approve travel advances on a case-by-case basis. The member must submit an Ohio Wing Form 173A to the Wing Commander (or the Finance Committee if the request exceeds \$1500) detailing the estimated costs of the Wing-related travel. The Wing 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 an Ohio Wing Form 10B listing expenses incurred and will attach respective original receipts to the form. If the member does not submit the report with all receipts IAW CAPR 173-1, the member will be responsible for reimbursing the Wing the entire amount of the advance.

**Paragraph 24g. (Added). Acceptable Expenses.** Member costs for travel, fuel, etc. must be reasonable and in accordance with CAP regulations and wing policies to be eligible for reimbursement. Acceptable expenses include, but are not limited to, lodging, air transportation, vehicle fuel, taxi fare or car rentals, and purpose-related telephone calls. The general criteria for a reimbursable expense are reasonableness of the expense and a Wing-related purpose.

**Paragraph 24g(1). (Added). Ground Transportation.** Allowable modes of ground transportation include Corporate Vehicles, Privately Owned Vehicles, Rental Cars, Taxis, Railways and Subways and Hotel Courtesy Vans. Fees and tolls related to this method of transportation are reimbursable.

**Paragraph 24g(1)(a). (Added). Corporate Vehicles.** Corporate vehicles should be used whenever possible. Actual fuel costs will be reimbursed. Payment by credit card and use of credit card receipts is encouraged.

**Paragraph 24g(1)(b). (Added). Privately Owned Vehicles.** Privately owned vehicles may be used however, members will not be compensated for any physical damage to the member's vehicle or for any amount that may be deductible from the member's collision insurance coverage. Reimbursement will be based on actual mileage from and to the member's residence at the rate authorized by the IRS [5 U.S.C. 5707(b)(2)] on October 1 of the fiscal year in which the travel occurred.

**Paragraph 24g(1)(c). (Added). Rental Vehicles.** Use of a rental vehicle shall be limited to out-of-state travel only. The lowest rental cost/most economical vehicle shall be selected. Luxury sedans and SUVs, although not prohibited, must have prior Ohio Wing Commander (up to \$1500.00) or Ohio Wing Finance Committee (in excess of \$1500.00) approval. The use of luxury sedans and SUVs received as free from car rental agencies to compensate for unavailability of the reserved model is acceptable without prior approval.

**Paragraph 24g(2). (Added). Air Transportation.** Use of Corporate aircraft is encouraged. If the use of corporate aircraft is not possible or impractical, then the use of privately owned aircraft or commercial air travel is permissible. Landing and tie down fees associated with this method of transportation are reimbursable.

**Paragraph 24g(2)(a). (Added). Corporate Aircraft Use.** The use of Corporate Aircraft is permitted with prior approval of the Wing Commander and the Ohio Wing Director of Operations. Reimbursement will be for the standard aircraft hourly rate and the actual fuel costs. The member will pay directly for all fuel and include these charges in their reimbursement request. Unless prior approval is obtained, use of the National Shell Credit Card is not permitted.

**Paragraph 24g(2)(b). (Added). Privately Owned Aircraft Use.** Privately owned aircraft may be utilized with approval of the Wing Commander. Reimbursement for privately owned aircraft shall be for actual fuel cost only. Members will not be compensated for any physical damage to the member's aircraft or for any amount that may be deductible from the member's collision insurance coverage.

**Paragraph 24g(2)(c). (Added). Commercial Aircraft Use.** When air travel is required and corporate or privately owned aircraft are unobtainable/impractical, the Ohio Wing Commander (up to \$1500.00) or Ohio Wing Finance Committee (in excess of \$1500.00) may approve the use of commercial aircraft. Written approval must be obtained prior to ticket purchase. Airline ticket purchases shall be made on the member's personal credit card. Non-refundable tickets are to be used for the ticketed flight. In the event a member's itinerary changes prior to departure and a "change fee" is assessed, the member will be reimbursed for the change fee upon written authorization from a member of the finance committee.

Coach class (or lowest priced available) shall be used by all members. Business and First Class fares are not authorized. If a trip is cancelled, the unused non-refundable tickets shall be applied to future travel/flight. Members are reminded of their responsibility to reschedule nonrefundable tickets in order not to lose the value of the airfare when a trip is cancelled.

**Paragraph 24g(3). (Added). Lodging.** Only commercial lodging shall be reimbursed. It is the member's responsibility to request and obtain the lowest rate available at the time of making reservations.

A member, who due to a handicap may require special lodging consideration, shall be reimbursed for the actual cost of the lodging.

**Paragraph 24g(4). (Added). Meals.** Personal meals are individual, everyday meals consumed during travel. Members shall be reimbursed for a maximum of three personal meals per day. Alcoholic beverages will not be reimbursed. Maximum allowable meal expenses shall be: \$8.00 Breakfast, \$12.00 Lunch, \$20.00 Dinner.

**Paragraph 24g(5). (Added). Communications.** Reasonable charges for communications (including internet charges) made for wing related business will be reimbursed. Receipts for those charges must be attached to the check request unless included on the hotel statement.

**Paragraph 24(h). (Added). Non-reimbursable Expenses.** Unless specified above, or with prior written approval members should consider expenses to be non-reimbursable. Alcoholic beverages are not reimbursable without exception. Traffic citations, parking citations or legal expenses related to infractions of local or state ordinances are not reimbursable without exception. Personal laundry, cleaning and pressing of clothing is not reimbursable unless travel is longer than 5 consecutive days.

David Jennison, Col, CAP  
Ohio Wing Commander

**Attachment 1 - COMPLIANCE ELEMENTS**

There are no additional compliance elements due to this supplement.