



**VT WING SUPPLEMENT 1**  
**CAP REGULATION 173-1**

**26 August 2021**

**APPROVED/K. BAKER/CAP/FM**

**Finance**

**Financial Procedures and Accounting**

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

CAPR 173-1 Paragraph 24a. (Added) Vermont Wing Members are authorized reimbursement for travel expenses incurred in performance of their official duties for the Vermont Wing Civil Air Patrol pursuant to the following conditions.

1. **Approval:** Official travel shall be approved in advance by the Wing Commander, Vice Commander or Chief of Staff. Evidence (email, Sertifi approval document, etc.) of the approval shall be submitted with the Travel Voucher (see paragraph 24c. below). Rental Vehicles require specific authorization and justification (see paragraph 24b.5. below).
2. **Budgeting:** Each Directorate shall submit anticipated travel expenses as part of their annual budget for approval by the Wing Finance Committee prior to each fiscal year. Out of cycle requests for travel will be approved on a case-by-case basis.

CAPR 173-1 Paragraph 24b. (Added) Reimbursable expenses. Each of the expenses incurred as a result of approved official travel will be reimbursable as specified below.

1. **Fuel:** The actual fuel used for the approved travel as specified on the Travel Voucher (see paragraph 24c. below). The vehicle should be filled prior to departing on travel and refueled upon returning.
2. **Meals:** The actual cost of meals up to \$6.00 for breakfast, \$12.00 for lunch and \$20.00 for dinner. Alcoholic beverages are not authorized for reimbursement and shall not be charged on Corporate Credit cards.
3. **Lodging:** The actual cost of lodging for the duration of the approved travel. To the maximum extent possible, members will use the most reasonable accommodations available including on-base lodging at Military Facilities, or the Government Rate where available. If more than one Wing member is traveling, same-sex doubling up in lodging is required to conserve Wing funds.
4. **Conferences, Meeting or Training Registration or Course Fees:** The actual conference, meeting, training registration, or course fee.
5. **Rental Vehicles:** Specific prior authorization for rental vehicles reimbursement is required. Justification for the bona fide need must be specified and why mass transit (taxi, train, bus, etc.) are not sufficient. Whenever possible, arrangements with local CAP units shall be made to use Corporate Owned Vehicles (COV) verses rental vehicles.

6. Miscellaneous Expenses: Parking fees, taxi fare, tolls, airline baggage fees and other customary and reasonable fees incurred as a result of the travel would be reimbursable. Personal items such as toiletries, clothing, and etc. are not reimbursable.

CAPR 173-1 Paragraph 24c. (Added) Reimbursement Procedures.

1. The current fiscal year (e.g. FY19) Travel Voucher, available on the VT Wing Member Portal Forms section, shall be completed and submitted to the Wing Administrator not later than 30 days following the official travel with all supporting documentation attached. The Travel Voucher must be legible, preferably completed electronically and printed or emailed, and all applicable fields must be addressed with as much specificity as possible. An incomplete Travel Voucher or missing justification or receipts will not be processed for reimbursement.
2. Supporting Documentation: Unaltered, legible receipts for all expenses shall be submitted with, or attached to, the Travel Voucher. The receipts must detail the product or service purchased, credit card receipts only disclosing total amounts are not sufficient. The approval for the travel (email, Sertifi approval document, etc.) is also required. Lost or illegible receipts requires the traveler to complete a letter of explanation detailing the expenses, the purpose, amount and why duplicate receipts cannot be obtained from the vendor.

CAPR 173-1 Paragraph 24d. (Added) Subordinate Unit Applicability: This policy shall apply to all subordinate Vermont Wing Units unless they establish their own policy. Subordinate units Travel and Reimbursement Policy must be equivalent to this policy, and may be more restrictive but not less. Subordinate Units approval will be the Unit Commander and Unit Finance Committee. All Subordinate unit travel and reimbursement policies shall be forwarded to the Wing Director of Finance for review prior to approval.

Richard Beach, Colonel, CAP  
Commander, VTWG

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

There are no compliance elements associated with this supplement.