



## NER OPERATING INSTRUCTION

1 February 2023

# CAPR 173-1

APPROVED/S. JACKSON/CAP/FM

Financial Management

TRAVEL POLICY

Civil Air Patrol (CAP) travel should be undertaken when the benefits of the trip will serve to improve our programs and services. Northeast Region will pay for member travel incurred in pursuit of Region goals, when authorized in writing by the Region Commander or designee. Members are expected to adhere to the Regions approved procedures for arranging travel and to observe CAP policies and procedures when reporting expenses related to business travel.

### 1. GUIDELINES

- a. This Operating Instruction (OI) provides guidance for travel by Northeast Region members who are authorized to travel on either appropriated funds or Region funds. This OI is not intended to include reimbursement procedures for travel by volunteer members participating in CAP missions as addressed in CAPR 173-3. It is impossible to anticipate every situation encountered by a traveler. Consequently, travelers are expected to apply the instructions in this OI on a conservative basis.
- b. Because of the time and expense involved, travel should be undertaken only when necessary. Should the trip be necessary, it is the member's responsibility to keep the costs associated with the trip to a reasonable minimum.
- c. Reservations should not be made without obtaining an approved travel authorization request form. Staff travel authorization request should be emailed through your chain of command preferably 30 business days prior to departure for review. Completed forms will be sent to the NER Chief of Staff for processing.
- d. Members on business travel are official representatives of Civil Air Patrol, and it is expected that your behavior will, at all times, project an image that is a credit to the Region.
- e. Travelers should not claim costs on the travel voucher if expenses are being reimbursed from another source. Dual compensation is prohibited.

2. TRAVEL AUTHORIZATION. The Region Commander or his/her designee authorizes travel. The authorizing party may approve use of rental vehicles only when it is determined that the use of other means of transportation is not advantageous to the Region. Personal preference

or minor inconveniences will not be the basis for authorizing or approving the use of a rental vehicle instead of a cheaper mode of transportation. When selecting commercially rented vehicles, travelers will select the lowest cost rental vehicle that meets the mission requirements. A travel authorization request form must be completed by the traveler and approved by the authorizing party prior to travel. The following NER are staff have a budget line item: Commander, Vice-Commanders, Command NCO and Chief of Staff and are therefore exempt from prior travel authorization. If there are significant changes to cost projections in anticipated travel expenses after the request has been approved, the travel request should be re-submitted.

### 3. REIMBURSEMENT OF TRAVELER'S EXPENSES.

- a. To be reimbursed, a traveler's cost for travel must be allowable. That is the cost must be reasonable. Reimbursement requests must be submitted within 60 days or they will not be paid. While it is difficult to spell out every individual type of reimbursable expense, the general criteria are
  - (1) Reasonableness of the expense, and
  - (2) Business purpose (i.e., it must have been incurred only in connection with Region business).
- b. Acceptable expenses include, but are not limited to, lodging, air transportation, luggage fees charged by the airline, taxi fare or car rentals, and vehicle fuel and or mileage reimbursement. Mileage reimbursement will not exceed a reasonable airfare.

Everett Hume, Colonel CAP  
NER Commander

**Attachment 1 – Compliance Elements**

There are no compliance elements to this operating instruction.