



MONTANA WING SUPPLEMENT 1
CAP REGULATION 173-1

2 February 2023

APPROVED/H. LAGERMAN/CAP/FM

Finance

FINANCIAL PROCEDURES AND ACCOUNTING- TRAVEL

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

This instruction prescribes the procedures and authority for expenditures and reimbursement for official travel of Montana Wing Civil Air Patrol members.

24. 1. Added. Guidelines.

24. 1.1. Added. Travel by MT Wing personnel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol programs and services. MT Wing will pay for member travel incurred in pursuit of CAP goals when authorized by MT Wing or requested by National Headquarters. Members are expected to observe CAP regulations, policies and procedures when reporting expenses related to travel.

24. 1.2. Added. This policy is intended to provide guidelines for MT 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 MT Wing staff to review claims and must therefore maintain sufficient records to validate expenses incurred.

24. 1.3. Added. 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.

24. 1.4. Added. Members on Montana Wing business travel are official representatives of Civil Air Patrol and the Montana Wing. It is expected that their public behavior will always project an image that is a credit to the organization.

24. 1.5. Added. Travel that is training related and meets the guidelines explained within Montana House Bill 0676, may be reimbursed using annual funds provided by the state. All regulations set forth in this Supplement will be followed to include providing receipts for all reimbursable expenses and obtaining any necessary prior approvals for applicable items and services prior to traveling from either the finance committee, Wing Commander or Vice Wing Commander.

24. 2. Added. Requesting Funded Travel. Travel must be requested in advance by MT Wing staff when round trip travel will exceed 100 miles or an overnight stay will occur, or the travel is directed by the MT Wing Commander or Vice Commander. A Montana Wing Form 4 (MTWG F-4) "Montana Wing Travel Form" must be submitted at least 21 business days prior to departure to the Montana Wing Administrator who will process for approval. The Montana Wing Commander or Vice Commander may authorize travel

with less than 21 days' notice under special circumstances. Finance Committee approval is required in advance of the travel if the estimated amount exceeds \$1,500. DocuSign will be used for all approvals.

24. 3. Added. Reimbursement of Member Expenses. To be reimbursed, member costs for travel must be reasonable and in accordance with CAP regulations and MT Wing policies. Airline, hotel, and rental car reservations should be made using the lowest rate available. Authorized travel for meetings and conferences will be reimbursed at the conference or host hotel rate. Acceptable expenses include, but are not limited to, early bird registration fees, lodging, air transportation, vehicle fuel, taxi fare or car rentals, and purpose-related telephone calls and necessary internet connection fees. Alcohol and roomservice will not be reimbursed.

24. 4. Added. Expense Reporting. The MTWG F-4 "Montana Wing Travel Form" will be used to document travel and obtain reimbursement. The travel form must be filed within 60 days after the completion of the travel. Only reasonable Montana Wing-related expenses may be reimbursed. Members must retain and attach detailed (showing the amount, date, vendor information and essential character of each expense) receipts for all travel-related expenditures regardless of dollar value. A copy of the transaction from a credit/debit card statement or bank statement showing only the vendor and amount is not sufficient. If the Montana Wing credit card is used to pay for travel-related expenses, a copy of the receipts for authorized credit card purchases will also be submitted with the monthly credit card statement. The current form may be found on the Montana Wing website under "Policies and Forms."

24. 5. Added. Air Travel.

24. 5.1. Added. Commercial airline reservations and ticket purchases will be made with the member's personal credit card. When making reservations, members should accept the lowest fare in the marketplace 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 must 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. In the event the member's itinerary changes prior to departure and a change fee is charged, Montana wing will reimburse the change fee only if a valid, written reason for the change is provided to the finance committee and approved by at least 3 finance committee members. Flights should be booked as far in advance as possible to obtain advance purchase prices on tickets. The cost of one piece of regular checked luggage will be reimbursed with appropriate receipts. Overweight luggage fees will only be reimbursed with the approval of the Wing Commander or Wing Vice Commander.

24. 5.2. Added. 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 must be itemized on the Montana Wing travel form and receipts must be attached.

24. 6. Added. Corporate Aircraft. Corporate aircraft expenses may be paid if the pilot has the Montana Wing Commander's approval. Reimbursement for use of corporate aircraft cannot exceed the cost of the most economical airline travel to the same location.

24. 7. Added. Lodging. Lodging and per diem are not reimbursable for local travel. All business-related travel within 50 miles of a normal work site or home is considered local travel. Allowable cost is the single room rate plus tax unless another member is also authorized. If the lodging receipt states, "multiple occupancy," the member must indicate either the single room rate on the receipt or provide the name(s) of the CAP member(s) who shared the lodging. The MT Wing credit card or a personal credit card should

be used for lodging charges. Personal charges must be paid out-of-pocket at checkout. Such incidental or guest services charges (e.g., personal telephone calls, movies, mini bar, room service, laundry, etc.) will not be reimbursed.

24. 8. Added. Ground Transportation.

24. 8.1. Added. Members are encouraged to utilize public methods of transportation that may include (but are not limited to) taxis, metro/subways, hotel courtesy vans, or CAP vehicles for transportation during Montana Wing-related travel. If a rental car is required, members will select the lowest cost rental vehicles that meet purpose requirements. Members must retain receipts for any method of transportation utilized while traveling to include the purchase of fuel for rental vehicles. Luxury size sedans or SUVs are not authorized without prior approval of the Montana Wing Commander, Wing Vice Commander or Finance Committee. Montana Wing will reimburse the traveler for the rental car only. No additional insurance or extras (such as additional coverage) will be reimbursed. Members must purchase rental car fuel separately and not from a rental car company prepaid fuel program. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of reserved models.

24. 8.2. Added. CAP corporate vehicles are the preferred method of travel. POVs should only be used when a CAP vehicle is not available or practical. Montana Wing may reimburse either fuel or the prevailing government mileage rate at time of travel for members who use a personal vehicle for travel. When more than one Montana Wing traveler is transported in a POV only the owner of the vehicle may submit for reimbursement. Montana Wing will reimburse for POV mileage, corporate vehicle fuel or equivalent airfare, whichever is less.

24. 8.3. Added. MT Wing may reimburse tolls and parking charges for rental, corporate or personal vehicles with proper receipts. Members are responsible for all other expenses incurred while driving these vehicles, including moving violations, and parking tickets. MT Wing will 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.

24. 9. Added. Meals.

24. 9.1. Added. Business meals and entertainment must have a CAP business purpose, include two or more employees, volunteers or donors and be pre-approved by the Montana Wing Finance Committee. The member will use a CAPF 170 to document the business meal or entertainment. Tips for business meals or entertainment are reimbursable up to 20% of meal cost. Additional requirements set forth in CAPR 173-1 are incorporated herein by reference and shall apply.

24. 9.2. Added. Personal meals are individual, everyday meals consumed during business travel. Montana Wing may reimburse for meals only during the event and a travel day before and after for up to the established daily Meals and Incidental Expenses (M&IE) rate for the locality as published on the General Services Administration (GSA) website. The M&IE rate is per day, not per meal. Travel days will be reimbursed at 75% of the daily M&IE rate.

Attachment 1 – COMPLIANCE ELEMENTS

There are no additional compliance elements for this operating instruction.