



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

15 June 2020

APPROVED/K.BAKER/CAP/FM

Finance

Financial Procedures and Accounting

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

Supersedes IDWG OI 19-1 11 January 2019 Recertified 2 January 2020

**6.i.** All expenditure requests will be submitted using IDWGF 14e. Subordinate unit approval for expenditures will be documented on a IDWGF 14e. Subordinate units may be asked to approve expenditures electronically using DocuSign.

**6.n.** All subordinate unit deposits will be documented on a IDWGF 14e and submitted to wing headquarters along with the bank deposit slip.

**24.a. (Added)** IDWG hereby establishes the following procedures for the approval and reimbursement of travel expenses from IDWG funds. It applies to all travel by volunteer members of the IDWG when the traveler's expenses are paid from IDWG funds either by direct payment (including corporate credit cards) to vendors or by reimbursement to members.

**24.b. (Added) Guidelines.**

Travel by ID Wing personnel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol programs and services. ID Wing will pay for member travel incurred in pursuit of CAP goals when authorized by ID Wing or requested by National Headquarters. Members are expected to observe CAP regulations, policies and procedures when reporting expenses related to travel. Members utilizing ID Wing as a "pass through" for travel funded by other CAP entities are required to make themselves aware of the travel policies of those headquarters since they may differ from ID Wing policy. This policy is intended to provide guidelines for ID 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 ID Wing staff to review claims and must 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. Members on ID WING business travel are official representatives of Civil Air Patrol and the Idaho Wing. It is expected that their public behavior will always project an image that is a credit to the organization.

**24.c. (Added) Requesting Funded Travel.** Travel must be requested in advance by ID Wing staff when round trip travel will exceed 100 miles or an overnight stay will occur, or the travel is directed by the ID Wing Commander or Vice Commander. A IDWGF 173-5 "Idaho Wing Travel Form" must be submitted at

least 21 business days prior to departure to the ID Wing Administrator who will process for approval. The ID 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.d. (Added) Reimbursement of Member Expenses.** To be reimbursed, member costs for travel must be reasonable and in accordance with CAP regulations and ID 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 room service will not be reimbursed.

**24.e. (Added) Expense Reporting.** The IDWGF 173-5 "Idaho 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 ID 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 ID 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 ID Wing website under "Useful Documents."

**24.f. (Added) Commercial Air Travel.** Commercial airline reservations and ticket purchases will be made with the member's personal credit card or the ID Wing 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, ID wing will reimburse the change fee only if a valid, written reason for the change is provided to the finance committee. 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 Vice Commander. 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 ID Wing travel form and receipts must be attached.

**24.g. (Added) Corporate Aircraft.** Corporate aircraft expenses may be paid if the pilot has the ID 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.h. (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 ID 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.i. (Added) Ground Transportation.** Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP vehicles for transportation during ID 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 this expense along with any fuel purchased for the rented vehicle. Luxury size sedans or SUVs are not allowable without prior approval of the ID Wing Commander, Vice Commander or Finance Committee. ID Wing will reimburse for the rental car only. No additional insurance or extras 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. CAP corporate vehicles are the preferred method of travel. POVs should only be used when a CAP vehicle is not available or practical. ID 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 ID Wing traveler is transported in a POV only the owner of the vehicle may submit for reimbursement. ID Wing will reimburse for POV mileage, corporate vehicle fuel or equivalent airfare, whichever is less. ID 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. ID 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.j. (Added) Meals.** Business meals and entertainment must have a CAP business purpose, include two or more employees, volunteers or donors and be pre-approved by the ID 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. Personal meals are individual, everyday meals consumed during business travel. ID 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) web site. The M&IE rate is per day, not per meal. Travel days will be reimbursed at 75% of the daily M&IE rate.

ROBERT BOST, Colonel, CAP  
Commander

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

No additional compliance elements are necessary for this supplement.