



## CAP REGULATION 173-1

19 July 2021

APPROVED/S. STEELE/CAP/FM

Finance

### FINANCIAL PROCEDURES & ACCOUNTING

CAP Regulation 173-1, dated 15 November 2012 with Interim Change Letter dated 15 March 2017, is supplemented as follows:

24. a Added This procedure establishes the CAP SC Wing's travel policy for non-funded and/or non-mission funded travel incurred by volunteer member(s) for the benefit of Civil Air Patrol and is not intended to include reimbursement procedures for travel of volunteer member participation in CAP missions as addressed in CAPR 173-3.

24. b Added Travel funding is provided in the SC Wing budget by department, based upon the overall financial needs and income of the Wing. Department heads are responsible for allocation and tracking of budgeted funds available and consequently, their approval must be obtained and documented on *SCWG Travel Authorization Form (SCWG Form 15)* prior to travel expenses being incurred or committed for reimbursement to be authorized.

24. c Added Because of the expense involved, travel should be undertaken only when personal contact is necessary to conduct the required business and when no other less costly form of communication can be substituted. Travel expenses must be reasonable and reimbursement shall be based upon the lowest cost method of travel available to CAP. (When deciding whether commercial air and other travel means are in the best interest of Civil Air Patrol, travel requests and travel authorizations shall consider all factors including distance, total travel time and total expense impact, e.g. meal and lodging differences.) Reimbursement of member non-mission travel expenses to attend Commander's Call, staff meetings and committee meetings is not authorized.

24. d Added Acceptable travel expenses (based upon distance and longevity of travel) include, but are not limited to, fuel and lubricants for Corporate vehicles; fuel and lubricants for use of personal vehicles; tolls and parking charges; lodging; air transportation; taxi fare or car rentals; and mileage to and from the airport. Actual expenses will be reimbursed based on data submitted on *South Carolina Wing Travel Expense Form (SCWG Form 16)*. Travelers are required to attach receipts for all travel related expenditures regardless of dollar value. Only lowest available airfares, ground transportation, parking fees, registration fees, and room rates are authorized for payment.

24. e Added Expenses not considered reimbursable include airline change fees, unless approved in advance by the director for the convenience of CAP; personal laundry and cleaning and pressing of clothing; tips; incidentals and guest services associated with lodging; and alcohol. Members driving personal vehicles are responsible for all expenses, besides parking and tolls and fuel/oil, including the required insurance coverage, moving traffic violations and parking tickets.

24. f Added Civil Air Patrol (the Corporation) will not compensate a member using his/her own vehicle for any physical automobile damage or for any amount which may be deductible from the employee's collision insurance coverage. The provisions of the member's automobile insurance coverage will apply. Travelers are reminded that any privately owned vehicle used must have insurance as required by the state of residence.

24. g Added All reimbursement requests must be submitted within 10 days of completed travel.

24. h Added If travel is cancelled, any unused airline tickets must be immediately handled according to CAP HQ OI FM 06-2 to minimize or prevent loss of value; any cancellations and refunds available must be processed during cancellation periods, and any open advances must be closed within 10 days with complete documentation (receipts) and return of unspent funds.

Christopher R. Peterson, Colonel,  
CAP Commander

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

There are no additional compliance elements for this supplement.