



CAPR 173-1

24 July 2020

APPROVED/J.MISTICH/CAP/FM

Financial Management

TRAVEL POLICY

The following travel policy is issued pursuant to CAPR 173-1, paragraph 24, effective March 15, 2017. Iowa wing travel will be undertaken when the benefits of the trip will serve to improve or execute Civil Air Patrol programs and services, in furtherance of mission. This Operating Instruction (OI) is intended to provide guidelines for Iowa Wing staff (IA-001) members to ensure effective use of time and to minimize expenses. Members are expected to observe all CAP regulations, policies and procedures when reporting travel related expenses, and while traveling on CAP business.

1. GENERAL GUIDELINES

- 1.1 Travel should only be undertaken 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.
- 1.2 This OI is intended to include reimbursement procedures for travel by members participating in CAP official business. It is impossible to anticipate every situation encountered by a traveler. Consequently, travelers are expected to apply the guidelines in this OI on a conservative basis.
- 1.3 Members on business travel are official representatives of Civil Air Patrol and the Iowa Wing, and it is expected that their public behavior will project an image that is a credit to the organization.
- 1.4 All travel must be approved by the Wing commander or his/her designee before the trip. Any expenses incurred prior to approval shall not be reimbursed.
- 1.5 Travelers should not claim reimbursement of costs on the travel voucher if such costs are being reimbursed from another source. Dual compensation is prohibited.

2. PREAUTHORIZATION PROCESS

- 2.1 Members must submit an Iowa Wing Travel Preauthorization form at least 30-days prior to commencement of travel.
- 2.2 The member shall include a budget of anticipated expenses for the requested trip on the preauthorization form.
- 2.3 Wing finance committee approval shall be required if the total budgeted costs exceed \$1,500.
- 2.4 Members shall submit their preauthorization request to the Wing Chief of Staff, who shall forward to the wing commander for approval.
- 2.5 The wing finance committee shall be the approving authority for preauthorization requests from the wing commander.
- 2.6 A copy of approved preauthorization shall be retained by the Wing Administrator. Authorization will be uploaded to SmartVault with related reimbursement documentation.

3. REIMBURSEMENT PROCESS

- 3.1 Reimbursable costs must be both allowable and reasonable.
- 3.2 Members must submit a completed and signed Iowa Wing Travel Voucher to the Wing Administrator no later than 20-days after completion of travel.
- 3.3 If the member received a cash advance, the Travel Voucher must be submitted within 10-days after completion of travel.
- 3.4 Travel Vouchers shall be accompanied by detailed original receipts, or scanned copies, for **all** expenses incurred. No expenses shall be reimbursed without a receipt.
- 3.5 Members shall segregate expenses incurred personally by the member, to be reimbursed, and those incurred by the wing, such as through use of a wing credit card.

4. EXPENSES

- 4.1 The preferred form of payment for all expense shall be use of a wing credit card. A personal credit card may be used if the member does not have access to a wing credit card.
- 4.2 Use of corporate aircraft and/or corporate vehicles is the preferred mode of transportation. However, use of commercial aircraft and/or personally owned vehicles (POV) may be used if corporate assets are unavailable or their use is not feasible. Use of personally owned aircraft (POA) is not permitted.
- 4.3 When using commercial air travel, members shall be flexible in the choice of travel times and airlines. Tickets shall be purchased in advance to reduce cost, at least 14-days prior to departure. Coach/Economy class fares are to be used. Business and First-Class fares are not authorized, nor are additional costs for priority boarding or similar charges. The cost of one checked bag shall be an eligible reimbursable cost for each member traveling. Reasonable expenses for ground transportation to/from airport are reimbursable.
- 4.4 Vehicle rentals may only be used if necessary. Members must indicate intended use of rental vehicles when submitting preauthorization. Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP wing vehicles for transportation during wing-related travel. If a rental car is required, members will select the lowest cost rental vehicles that meet purpose requirements. The actual cost of the rental vehicle, along with the cost of fuel, parking and tolls are reimbursable.
- 4.5 If a member uses a POV, the reimbursable costs include fuel, parking and tolls. Members are responsible for all other costs, including traffic and parking violations, repairs, and damage or loss to the vehicle.
- 4.6 Lodging costs shall be reimbursable, including any taxes. Room service and similar fees shall not be reimbursed. If the member is sharing the room with another authorized traveler, it should be noted on the travel voucher. Additionally, if the member is sharing the room with anyone else, the member shall be responsible for any additional lodging costs.
- 4.7 Meals consumed by a member while traveling overnight shall be reimbursable, up to three meals per day. Meals during travel days (preceding or following lodging) shall be limited to dinner on day of arrival and breakfast on day of departure. Members shall not be reimbursed for meals provided as part of an event (i.e. conference).
- 4.8 Reasonable event registration fees may be reimbursed.

4.9 Alcoholic beverages shall not be reimbursed, nor shall a wing credit card be used for their purchase.

Joseph Hackett, Colonel CAP
Iowa Wing Commander

Attachment 1

Iowa Wing Travel Preauthorization form – Available on Wing website

Attachment 2

Iowa Wing Travel Voucher – Available on Wing website