



ME WING SUPPLEMENT 2

CAP MANUAL 173-1

1 February 2023

APPROVED/J. MISTICH/CAP/FM

Financial Management - Travel

FINANCIAL PROCEDURES AND ACCOUNTING

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

Paragraph 24a. Added. Travel for the purposes of this section shall be defined as movement going out of state and/or when overnight stays (in or out of state) would be required. Travel, requiring Wing funding, should be undertaken only when necessary and will serve to execute or improve Maine Wing Civil Air Patrol programs and services. Should travel be deemed necessary, it is the member's responsibility to keep the costs associated to within the pre-approved amount barring an emergency or other exigent circumstance outside the traveler's control.

Paragraph 24b. Added. Reservations should not be made without obtaining prior approval of the travel request. Travel authorization requests should be submitted through your chain of command at least 14 business days prior to departure. A completed travel authorization form (most current MEWGF 37) along with supporting documentation will be sent to the MEWG Finance Officer for approval processing.

Paragraph 24c. Added. Travelers must not claim costs on the travel voucher (a CAPF 108) if expenses are being reimbursed from another source. Dual compensation is prohibited.

Paragraph 24d. Added. The Wing Commander or his/her designee may authorize travel up to \$500. If over \$500, the Wing Commander and Director of Finance must approve and if over \$1500 the finance committee must approve.

Paragraph 24e. Added. A completed travel voucher (a CAPF 108) with all itemized receipts must be submitted within 60 days or the member will not be reimbursed.

Paragraph 24f. Added. Acceptable expenses include, but are not limited to, lodging, air transportation, luggage fees charged by an airline, taxi fare or car rentals, vehicle fuel and or mileage reimbursement. Mileage reimbursement will not exceed a reasonable airfare.

BLAIN COTE, Col, CAP
Commander

ATTACHMENT 1

Compliance Elements

There are no compliance elements.