



FINANCIAL MANAGEMENT PROCEDURE - CTWG WING TRAVEL POLICY

CAPR 173-1 Paragraph 24

Travel. All wings shall establish in a supplement or OI, as applicable, written Financial Management Procedures pertaining to travel. All travel must be properly approved and documented on a wing travel expense report. All travel expense reports and receipts must include the business purpose of the travel.

CAP Regulation 173-1, dated 15 November 2012, is supplemented as follows:

CAPR 173-1 Paragraph 24a. (Added)

Travel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol programs and services. CTWG will pay for the Commander's travel expenses incurred in pursuit of CAP goals, when authorized by Wing.

CAPR 173-1 Paragraph 24b. (Added)

The following events are authorized travel for the CTWG Commander:

- Two (2) National Board meetings
- One NE Region Conference

Other NER wing conferences that the Commander feels obligated to attend depending upon the dates/times, location and necessity for outside wing commander involvement. Costs not to exceed the annual approved budget per FY.

CAPR 173-1 Paragraph 24c. (Added)

Total cost not to exceed annual approved budget per FY. Pre-authorization of Travel (CTWG-TA: itinerary, expected expenses and anticipated reimbursements outlined and signed in Sertifi to include YTD expenses.) Submission of receipts will be in accordance with CAP regulations (CAPR 173-1). If applicable, NHQ Travel forms will be used.

CAPR 173-1 Paragraph 24d. (Added)

Travel by CTWG CAP members, either on behalf of the wing or unit, shall be pre-approved with either a CTWG Event Budget or Pre-authorization of Travel (CTWG-TA: itinerary, expected expenses and anticipated reimbursements outlined and signed in Sertifi to include funding source.)

CAPR 173-1 Paragraph 24e. (Added)

Submission of receipts will be in accordance with CAP regulations (CAPR 173-1) and accompanied by a CTWG Travel Voucher (CTWG-TV) report. *If applicable, NHQ Travel Voucher forms will be used.*

JAMES A. RIDLEY, Col, CAP

Commander

**Attachment 1 - COMPLIANCE ELEMENTS**

There are no additional compliance elements for this supplement.