

Youth Development CONFERENCE

CIVIL AIR PATROL'S PREMIER FORUM FOR CADET PROGRAMS OFFICERS

2024 Travel & Lodging

Civil Air Patrol will reimburse acceptable & documented travel expenses for up to \$425.

****Please read the information below thoroughly before you purchase any travel****

Travel

Air

Flight

CAP's travel reimbursement policy allows you to be reimbursed for a *non-refundable main cabin, basic, economy or similarly discounted/deeply discounted fare ticket*. The lowest-cost round-trip ticket with a reasonable travel itinerary that meets arrival/departure criteria for the conference is the basis for reimbursement. The ticket must be *purchased a minimum of 21 days in advance*.

You may book your ticket using a third-party vendor, but any third-party vendor booking fees will not be reimbursed, nor will trip insurance.

Baggage & Parking

You also may be reimbursed for one checked bag to and from your conference and economy airport parking.

Transfers

CAP plans to provide transportation from the airport to the hotel, and back. Please use this service. If you choose another option, we will be unable to reimburse you for that, unless the CAP service was unavailable at the time of your arrival/departure. If this is the case, be sure to note this on your receipt. Final details on airport transportation will come a few weeks before the event.

Receipts

Receipts should include the purchase date, name of the traveler, itinerary for travel which includes dates and times, departure and arrival airports, and fare class or description. It also must show the paid amount, method of payment, and ticket totals which break out fees.

If you choose to travel in a fare class not included or book travel within 21-days, you must provide a comparison (google search printout is sufficient) and you will be reimbursed only to that maximum.

Reimbursement cannot be processed for payment until after travel commences.

Ground

Vehicle

You may choose to travel by car instead, and we will reimburse for mileage up to the amount of the lowest-cost, non-refundable, 21-day-advance purchase, round-trip ticket for those who live outside of the local area (50 miles). You must include a google map search printout or the like which shows the distance from your point of departure to the conference and back. This map will serve as the source to calculate your payment. Also include a google search of ticket prices for comparison. NOTE: If you use a Civil Air Patrol vehicle, we reimburse for fuel instead of mileage. Receipts must be legible.

Parking is available at the hotel in an uncovered lot. CAP members & guests will receive discounted self-parking at \$7 per evening, per vehicle. When you arrive be sure to tell the attendant you are with the Civil Air Patrol, to get the discount.

Only discounted self-parking will be reimbursed (or up to that amount, if you choose other parking options). Please be sure to get a legible receipt.

Public Transportation

You also may travel by train or bus. Any receipts should include the purchase date, name of the traveler, itinerary for travel which includes dates and times, departure and arrival location, and fare class or description, and method of payment. It also must show the paid amount and ticket totals which break out fees. You may book your ticket using a third-party vendor, but any third-party vendor booking fees will not be reimbursed, nor will trip insurance.

Reimbursement

Reimbursement requests may be made at any time up to 2 weeks after YDC is done but will not be paid until after the date that travel commences.

Please submit the following documents to this [secure upload link](#).

- **Legible** receipts, including the required information detailed above.
- A [Travel Voucher](#), with **ONLY** the following parts completed
 - Complete boxes 1-7
 - Complete box 16a-d
 - Complete Box 18a-d
 - Box 19 - optional
 - Please **do not complete any additional boxes/lines**
- [CAPF-179 Direct Deposit Form](#). If not submitted you will receive a paper check in the mail.
- Copy of a voided blank check, or a screen shot of your online banking system verifying the account numbers (for direct deposit only).

****Title all digital files with your last name****

We can only reimburse for travel which actually happened. It is encouraged to purchase a changeable ticket or purchase trip insurance which will pay for items you can't recoup if the event is cancelled, you become ill, or have emergency and can't travel.

Submit all receipts you wish to have reimbursed. *If* there are unused funds in the travel budget, we *may* be able to reimburse above the \$425 amount.

Everything **MUST be provided by January 28, 2024**, or expenses may not be reimbursed.

Lodging

Hotel Accommodations

Civil Air patrol will provide double occupancy hotel rooms Friday night, Saturday night, and Sunday night. During registration guests will have the option of selecting a roommate. We will do our best to accommodate those requests. If no one is selected, we will assign you a roommate of the same gender.

A single occupancy room is available for an additional fee of \$255 paid at time of registration. There is a limited number of single rooms, and it is subject to hotel availability. If you would like a single room and none are available in Eventbrite, email ehornbach@capnhq.gov and we will connect with the hotel to see if an additional room is available.

The conference will conclude on Sunday evening. We expect that most people will fly home on Monday. Checkout on Monday is at 12:00 PM.

Location:

Embassy Suites by Hilton Phoenix Biltmore
2630 E Camelback Rd.
Phoenix, AZ 85016

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Special Needs & Accommodations

If you require any special needs or accommodations while at the conference, please include those when registering. If your needs change at any time, please email ehornbach@capnhq.gov immediately so we can make arrangements.

Dietary Restrictions: We will do our best to accommodate dietary restrictions. If there is something we cannot accommodate, we will contact you prior to the conference to work something out. If you plan to opt out of meals completely, please email ehornbach@capnhq.gov.