



CAP REGULATION 173-1

9 September 2021

APPROVED/S. STEELE/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURE – TRAVEL

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

SUMMARY OF CHANGES. Replaces the CAPF 108, MOWGF 173-C, MOWGF 173-F, and MOWGF 173-W with the MOWG 173-1 for use as an expense report. Changes a reference from Sertifi to DocuSign.

Paragraph 24.1. Added. Missouri Wing travel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol programs and services. Missouri Wing will pay for member travel incurred in pursuit of CAP goals, when authorized by wing or requested by National Headquarters. Members are expected to observe CAP regulations, policies and procedures when reporting expenses related to travel.

Paragraph 24.2. Added: Guidelines:

Paragraph 24.2.1. Added. Wing members should be forward thinking in looking for the best return on investment. This procedure is intended to provide guidelines for wing members to ensure effective use of time and to minimize expenses. While this procedure strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member. The member should be aware of the right of wing staff to review claims and should therefore maintain sufficient records to validate expenses incurred.

Paragraph 24.2.2. Added. Because of the time and expense involved, travel should be undertaken only when personal contact is necessary to conduct the required mission or purpose and when no other form of communication may be substituted. Should travel be necessary, it is the member's responsibility to keep the costs associated with the trip to a reasonable minimum.

Paragraph 24.2.3. Added. Airline, hotel, and rental car reservations should be made using the lowest rate available. Lodging rates for national conferences and meetings and wing conferences will be reimbursed at the conference or host hotel rate.

Paragraph 24.2.4. Added. Members on wing business travel are official representatives of Civil Air Patrol and the Missouri Wing, and it is expected that their public behavior will, at all times, project an image that is a credit to the organization.

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Paragraph 24.3. Added. Reimbursement of Member Expenses:**Paragraph 24.3.1. Added.** To be reimbursed, member costs for travel, fuel, etc. must be reasonable and in accordance with CAP regulations and wing policies. The general criteria for a reimbursable expense are:

Paragraph 24.3.1.1. Added. Reasonableness of the expense, and

Paragraph 24.3.1.2. Added. Wing-related business purpose.

Paragraph 24.3.2. Added. Acceptable expenses include, but are not limited to, lodging, air transportation, vehicle fuel, taxi fare or car rentals, and purpose-related telephone calls.

Paragraph 24.4. Added. Expense Report. MOWGF 173-1, National Headquarters Travel Voucher, or an internally developed wing form may be used to document travel and obtain reimbursement. The travel form should be filed within 30 days after the completion of the travel. Only reasonable wing-related expenses may be reimbursed and must be itemized on the travel form and on the receipts. All required receipts for reimbursed expenses should be attached to the form unless otherwise indicated in this procedure.

Paragraph 24.5. Added. Travel Expenses. The wing may reimburse reasonable expenses for members authorized to travel. Members must retain and attach receipts for all travel related to expenditures regardless of dollar value unless otherwise indicated. These receipts must be attached to the wing travel form for reimbursement.

Paragraph 24.6. Added. Travel Advances. The finance committee will approve travel advances on a case-by-case basis. The member may submit a MOWGF 173-1, Payment or Advance Request, and a budget report, or similar request, to the finance committee detailing the estimated costs of the wing-related travel. The finance committee will determine the authorization and amount of the travel advance. Traveling members receiving travel advances will be required to repay any funds that are in excess of actual expenses incurred. The member will submit a report listing expenses incurred and will attach respective original receipts to the report. If the member does not submit the report with all receipts within 10 days of travel completion, not to exceed 60 days from the date of the advance payment, the member will be responsible for reimbursing the wing the entire amount of the advance. Members may have only one advance outstanding at a time.

Paragraph 24.7. Added. Air Travel:

Paragraph 24.7.1. Added. When a wing aircraft is unavailable for travel and air travel is required, all airline reservations and ticket purchases should be made with the member's personal credit card or the wing credit card. Written approval must be obtained by the finance committee for air travel except in the case of wing commander travel to NHQ-level meetings and conferences. Non-refundable tickets are to be used for the ticketed flight. In the event the member's itinerary changes prior to departure and a change fee is charged, the wing will reimburse the change fee only with written authorization from a member of the finance committee.

Paragraph 24.7.2. Added. Flights should be booked as far in advance as possible to obtain advance purchase prices on tickets. Air fare will be reimbursed to members by submitting a wing travel form with a copy of the payment document.

Paragraph 24.7.3. Added. Members are encouraged to economize on airport parking where practicable. Cost saving measures should include parking in longer-term lots for trips. All parking expenditures should be itemized on the wing travel form and receipts should be attached.

Paragraph 24.7.4. Added. When making reservations, members should accept the lowest fare in the market place without regard to the airline providing the service. For purposes of obtaining the best fare possible, the member should be reasonably flexible regarding flight times. Every attempt should be made to take advantage of reduced rates.

Paragraph 24.7.5. Added. Coach class (or lowest available) should be used by all members. Business and First class fares are not authorized.

Paragraph 24.7.6. Added. Unused non-refundable tickets are to be applied to future tickets. Members are reminded of their responsibility to reschedule non-refundable tickets in order not to lose the value of the scheduled airfare when a trip is cancelled.

Paragraph 24.7.7. Added. Private Aircraft expenses may be paid if the pilot has the Wing Commander's approval along with a copy of an appropriate, current pilot certificate and proof of insurance. Reimbursement may be made on the cost of the fuel to the same destination.

Paragraph 24.8. Added. Ground Transportation:

Paragraph 24.8.1. Added. 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. Members should retain receipts for this along with any fuel purchased for the rented vehicle. Luxury size sedans or SUVs are not allowable without prior approval of the finance committee. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of reserved model.

Paragraph 24.8.2. Added. The wing may reimburse fuel for members who use a personal vehicle for travel. Tolls and parking charges may also be reimbursed for both personal and rented vehicles. Members are responsible for all other expenses incurred while driving their personal vehicles, including moving traffic violations and parking tickets.

Paragraph 24.8.3. Added. The wing may not compensate the member using his/her own vehicle for any physical automobile damage or for any amount, which may be deductible from the member's collision insurance coverage.

Paragraph 24.9. Added. Meals

Paragraph 24.9.1. Added. Business Meeting Meals or Entertainment: Business meeting meals or entertainment must have a business purpose and must include two or more persons. Costs should be reasonable and customary for the location. Itemized receipts are required. Follow the guidance in CAPR 173-1, paragraph 25.

Paragraph 24.9.1.1. Added. Reimbursement: If the expense was out-of-pocket, it may be submitted for reimbursement on the form. Tips for business meeting meals or entertainment are reimbursable up to 20% of meal cost.

Paragraph 24.9.1.2. Added. Alcoholic beverages: Regardless of the payment method used, alcoholic beverages associated with a business meeting meal or entertainment will not be reimbursed.

Paragraph 24.9.2. Added. Personal Meals:

Paragraph 24.9.2.1. Added. Personal meals – Not Reimbursable under CAPR 173-3 for Air Force Assigned Missions: These are individual, everyday meals consumed during business travel and do not include reimbursable missions outlined in CAPR 173-3. Travelers will be reimbursed for expenses up to the per diem limit for meal expenses. Per GSA guidelines, travelers will be reimbursed 75% of the allowable per diem on the first and last days of travel. Members and employees are expected to ensure that all expenses claimed are reasonable. The government issues per diem rates for specific locations, which are published in the Federal Travel Regulations that can be located at <http://www.gsa.gov> under the per diem rates link.

Paragraph 24.9.2.2. Added. Same day travel: Wing members do not qualify for personal meal reimbursement during same-day travel. IRS regulations require that an employee be away from home substantially longer than an ordinary day's work **and** during the time away from home, need sleep or rest.

Paragraph 24.9.3. Added. Personal Meals – Missions Reimbursable Under CAPR 173-3. For Air Force Assigned Missions, see paragraph 1.1.4. of CAPR 173-3.

Paragraph 24.10. Added. Miscellaneous:

Paragraph 24.10.1. Added. Telephone and fax: Reasonable charges for communications made for wing-related purposes will be reimbursed. Receipts for those charges must be attached unless included on the hotel statement. Internet charges are also reimbursable with prior approval.

Paragraph 24.10.2. Added. Laundry: Personal laundry and cleaning and pressing of clothing will not be reimbursed.

Paragraph 24.10.3. Added. Tips: Reasonable tips for baggage handling may be reimbursed.

Paragraph 24.10.4. Added. Registration fees: Reasonable charges for registration fees may be reimbursed.

Paragraph 24.10.5. Added. Alcoholic beverages: Alcoholic beverages will not be reimbursed.

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Commander

**Attachment 1
COMPLIANCE ELEMENTS**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
Wing Finance Committee	1	Does the wing finance committee approve travel advances on a case-by-case basis?	Compliance is verified by reviewing travel advance documents for the applicable DocuSign approvals.	(A-Discrepancy): [xx] (Question 1) The wing finance committee failed to approve travel advances on a case-by- case basis IAW CAPR 173-1 MOWG Supplement 2, para 24.6.	Attach a copy of the corrective action to the discrepancy in the Discrepancy Tracking System (DTS).