



CALIFORNIA WING OPERATING INSTRUCTION 32

1 October 2008

Finance

WING TRAVEL POLICY

Travel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol programs and services. CAWG may pay for member travel incurred in pursuit of CAP goals, when requested by Wing or by National Headquarters and authorized in writing. Members are expected to observe CAP regulations, policies and procedures when reporting expenses related to travel. Any travel to be paid by California Wing is to be approved in advance by the Wing Commander or Wing Finance Committee. Travel by any member of a group or unit within California Wing must be approved in advance by the Unit's or Group's Finance Committee and recorded in the minutes in advance of the expenditure.

1. Guidelines:

All travel must be approved in advance by the appropriate authority as defined in this policy

Wing members should look for the best return on investment when planning travel. This policy is intended to provide guidelines for wing members to ensure effective use of time and to minimize expenses. While this policy strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member. The member should be aware that wing staff will review claims and should therefore submit sufficient records to validate expenses incurred.

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.

Airline, hotel, and rental car reservations should be made using the lowest rate available. Lodging rates for National Board meetings, region and Wing conferences will be reimbursed at the conference or host hotel rate.

Members on California Wing business travel are official representatives of Civil Air Patrol – U.S. Air Force Auxiliary and the California Wing, and it is expected that their public behavior will, at all times, project an image that is a credit to the organization.

2. Reimbursement of member expenses:

To be reimbursed, member costs for travel and fuel, must be reasonable and in accordance with CAP regulations and Wing policies. The general criteria for a reimbursable expense are

- Reasonableness of the expense, and
- Wing-related business purpose

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

3. **CAPF 108 Expense Report:**

CAPF 108, *Reimbursement for Individual CAP Member Expenses*, will be used to document travel and obtain reimbursement of personal expense, i.e., items paid by personal credit card, cash or check. Only reasonable Wing-related expenses will be reimbursed. Receipts for claimed expenses must be attached to the form. The traveling member must sign the travel form verifying validity, and a Finance Committee member should also sign to authorize reimbursement. A copy of the initial written authorization including E-Mails must be attached. The form must be filed within 10 calendar days after the completion of the travel.

4. **CAWGF 5 Credit Card Purchases**

CAWGF 5, *Credit Card Purchases*, will be used to identify items purchased on the CAP Corporate Visa credit card. Receipts documenting the expense will be attached. Processing will be in accordance with Operating Instruction 25. The CAWGF 5 will be submitted with receipts by the 25th of each month.

5. **Travel advances:**

The California Wing Commander or Finance Committee will approve travel advances on a case-by-case basis. The member must submit a proposed budget to the Wing Commander or Finance Committee detailing the estimated costs of the Wing-related travel. The Wing Commander or Finance Committee will determine the amount and authorize the travel advance. After completion of travel, the member will attach a reconciliation of advanced funds to actual expenses incurred, supported by receipts. Traveling members receiving travel advances will be required to repay any funds that are in excess of actual expenses incurred. Shortages will be claimed using the CAPF 108 process described in Paragraph 3, above. If the member does not submit the report with all receipts within 30 days, the member will be responsible for reimbursing the Wing the entire amount of the advance.

6. **Air travel:**

When a Wing aircraft may not be used for travel and air travel is required, all airline reservations and ticket purchases will be made by the member's personal credit card or the Wing credit card. Written approval must be obtained by the California Wing Commander or Wing Finance Committee for air travel.

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.

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 CAPF 108 or CAWGF 5 as appropriate.

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

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.

Members are encouraged to economize on airport parking. Cost saving measures should include parking in longer-term lots for trips. All parking expenditures should be itemized on the CAPF 108 or CAWGF 5 and receipts should be attached.

Member Furnished Aircraft

Private aircraft may be used if the pilot has the Wing Commander's approval along with a copy of an appropriate, current pilot certificate, current CAP Form 5 status, and proof of insurance on file with the Civil Air Patrol. Reimbursement will be made on the cost of the fuel consumed, unless the aircraft's use is authorized pursuant to a specific mission. In this instance, the reimbursement will be in accordance with CAPR 60-1 and at the rates specified in CAPR 173-3.

7. Ground transportation:

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 allowed without prior approval of the Wing Commander or Wing Finance Committee. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of reserved model.

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.

The Wing will 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.

8. Meals

Business Meeting Meals

Business meeting meals 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.

- Use of the member's credit card is the preferred method of payment for such expenses.
- Reimbursement claims are submitted on the CAPF 108 or CAWGF5, depending on the credit card used for payment. Tips for business meeting meals are reimbursable up to 15% of meal cost.
- Regardless of the payment method used, alcoholic beverages associated with a business meeting meal will not be charged or reimbursed.

Personal Meals

Personal meals are individual, everyday meals consumed during business travel. A maximum of three personal meals per day may be reimbursed and under no circumstance may the per diem reimbursement for meals exceed \$55.00 for three meals.

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.

9. Miscellaneous:

Reasonable charges for telephone or FAX 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. Members should use their personal cell telephones to minimize costs.

Reasonable tips for baggage handling will be reimbursed.

Reasonable charges for registration fees will be reimbursed.

Personal laundry and cleaning and pressing of clothing will not be reimbursed.

Alcoholic beverages will not be reimbursed.

Approved by Finance Committee: 1 Oct 2008