



**HEADQUARTERS
ILLINOIS WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P O Box 4027
St. Charles IL 60174-9082**



04 May 2017

FINANCIAL MANAGEMENT PROCEEDURE 01

ILWG Travel Policy

Reference: CAPR 173-1, dated 15 November 2012, paragraphs 24.

1. **PURPOSE:** As a condition of membership, members expect to incur commuting and other expenses between their residence and place of CAP activity utilizing the Internal Revenue Service Publication 526, Charitable Contributions as the means to recuperate out-of-pocket expenses directly attributable to the performance of their volunteer services. It is the policy of the Illinois Wing to reimburse members for reasonable authorized expenses incurred by them in the performance of their duties when authorized prior to the activity by the Illinois Wing Commander, Illinois Wing Finance Committee, or requested by National Headquarters. 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.
2. **SCOPE:**
 - a. Travel shall be defined as commuting to a CAP activity in excess of 100 miles from the member's residence and which may require overnight lodging.
 - b. Travel shall be undertaken when the benefits of the trip serve to execute or improve Civil Air Patrol programs or services.
 - c. While this FMP strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member. It remains the right of Illinois Wing Command Staff and Finance Committee (if more than \$1,500) to review and approve or disapprove each request if the final request is more than more than the pre-approved amount.
3. Approval shall be obtained prior to travel. In emergency circumstances, written approval may be granted by the Illinois Wing Commander in memorandum or email form.
4. Proper documentation must be submitted for reimbursement.
 - a. ILWGF 320 or 321 (Wing Banker), check request form for travel reimbursement, will be used to summarize expenses.
 - b. Itemized receipts for all expenses must be attached to the check request.

- c. The check request ILWGF 320 or 321 with expense summarization and itemized receipts should be submitted within 30 days of the conclusion of the activity for timely reimbursement. All personal reimbursement requests should be submitted within 30 days of incurring an expense or receiving an invoice. Requests for reimbursement presented after 60 days will not be honored IAW a 18, CAPR 173-1. All requests/receipts should be submitted in the fiscal year in which they are incurred.
5. Allowable Expenses:
- a. Ground Transportation
 - (1) Corporate vehicles should be used whenever possible. Actual fuel costs will be reimbursed. Payment by credit card and use of credit card receipts is encouraged.
 - (2) Privately owned vehicles may be used.
 - (a) Members will not be compensated for any physical damage to the member's vehicle or for any amount that may be deductible from the member's collision insurance coverage.
 - (b) Reimbursement will be based on actual mileage from and to the member's residence at the rate authorized by the IRS [5 U.S.C. 5707(b)(2)] on October 1 of the fiscal year in which the travel occurred.
 - (3) Use of a rental vehicle shall be limited to out-of-state travel only.
 - (a) Members are encouraged to rely on taxis, metro-rail/subways, hotel courtesy vans, or CAP Corporate vehicles (from the Wing being visited) for transportation during Wing-related travel.
 - (b) Prior Illinois Wing Commander (up to \$1500.00) or Illinois Wing Finance Committee (in excess of \$1500.00) approval is required.
 - (c) The lowest rental cost/most economical vehicle shall be selected. Luxury sedans and SUVs, although not prohibited, must have prior Illinois Wing Commander (up to \$1500.00) or Illinois Wing Finance Committee (in excess of \$1500.00) approval. The use of luxury sedans and SUVs received as free from car rental agencies to compensate for unavailability of the reserved model is acceptable without prior approval.
 - (d) The original rental agreement with payment receipt and all fuel receipts are required for reimbursement.
 - (4) Tolls and parking charges may be reimbursed providing receipts are submitted.
 - (5) In no case shall members be reimbursed for parking citations, traffic citations, or for legal fees associated with infractions of state or local ordinances.
 - b. Aircraft
 - (1) Use of Corporate aircraft is encouraged.
 - (a) Upon receiving approval of the Illinois Wing Director of Operations, and current CAP regulation on aircraft usage.
 - (b) Approval by the Wing Commander is required.
 - (c) Reimbursement shall be for actual fuel costs.
 - (2) Privately owned aircraft may be utilized with approval of the Wing Commander
 - (a) Reimbursement for privately owned aircraft shall be for actual fuel cost only.
 - (b) Members will not be compensated for any physical damage to the member's aircraft or for any amount that may be deductible from the member's collision insurance coverage.
 - (3) When air travel is required and corporate or privately owned aircraft are unobtainable/impractical, the Illinois Wing Commander (up to \$1500.00) or Illinois

Wing Finance Committee (in excess of \$1500.00) may approve the use of commercial aircraft. Prior approval is required.

- (a) Written approval must be obtained prior to ticket purchase.
 - (b) Airline ticket purchases shall be made on the member's personal credit card.
 - (c) Non-refundable tickets are to be used for the ticketed flight. In the event a member's itinerary changes prior to departure and a "change fee" is assessed, the member will be reimbursed for the change fee upon written authorization from a member of the finance committee.
 - (d) Every attempt should be made to take advantage of reduced rates and the lowest pricing available.
 - 1. Flights should be booked as far in advance as possible to obtain the lowest ticket pricing available (advance purchase pricing).
 - 2. The member should accept the lowest fare in the marketplace regardless of the airline providing service.
 - 3. The member should be reasonably flexible regarding flight times.
 - 4. Coach class (or lowest priced available) shall be used by all members. Business and First Class fares are not authorized.
 - (e) If a trip is cancelled, the unused non-refundable tickets shall be applied to future travel/flight. Members are reminded of their responsibility to reschedule non-refundable tickets in order not to lose the value of the airfare when a trip is cancelled.
- c. Only commercial lodging shall be reimbursed.
- (1) It is the member's responsibility to request and obtain the lowest rate available at the time of making reservations.
 - (2) A member, who due to a handicap may require special lodging consideration, shall be reimbursed for the actual cost of the lodging.
- d. Personal meals are individual, everyday meals consumed during travel.
- (1) Members shall be reimbursed for a maximum of three personal meals per day.
 - (2) Alcoholic beverages will not be reimbursed.
 - (3) Maximum allowable meal expenses shall be:
 - (a) \$6.50 Breakfast
 - (b) \$6.50 Lunch
 - (c) \$19.00 Dinner
- e. Reasonable charges for communications (including internet charges) made for wing related business will be reimbursed. Receipts for those charges must be attached to the check request unless included on the hotel statement.
6. Examples of non-reimbursable expenses:
- a. Alcoholic beverages.
 - b. Coat check.
 - c. Entertainment.
 - d. Late checkout and room guarantee charges.
 - e. Meals for other CAP members.
 - f. Parking citations or other traffic citations.
 - g. Personal laundry, cleaning and pressing of clothing unless travel is longer than 5 consecutive days.

7. Conference attendees local and remote NHQ Conferences:
 - a. Typical Travel cost is described in the prior section(s).
 - b. Incidental cost reimbursement guidance is as follows subject to special circumstances by direction of the Wing Commander
 - c. Conference attendees specifically invited or required to attend, will be eligible for reimbursement of the conference registration fee by ILWG unless reimbursed by NHQ.
 - d. Conference costs not reimbursed by ILWG and remain the responsibility of the member. These items may be waived by the Wing Commander because of extraordinary circumstances.
 - Cost of additional courses
 - Cost of Banquet
 - Cost of reception
 - Meals
 - Other incidental expenses incurred



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DISTRIBUTION: 1 ea CC, CV, CS, All ILW Staff