



NEW YORK WING OPERATING INSTRUCTION 173-1

01 JUNE 2019

APPROVED/S. JACKSON/CAP/FM

Financial Management

TRAVEL POLICY

Civil Air Patrol (CAP) travel should be undertaken when the benefits of the trip will serve to improve our programs and services. New York Wing will pay for member travel incurred in pursuit of Wing goals, when authorized in writing by the Wing Commander or designee. Members are expected to adhere to the Wings approved procedures for arranging travel and to observe CAP policies and procedures when reporting expenses related to business travel.

1. GUIDELINES

- a. This policy provides guidance for CAP members who are authorized to travel on either appropriated funds or Wing funds. This policy is intended to include reimbursement procedures for travel by volunteer members participating in CAP missions as addressed in CAPR 173-3. It is impossible to anticipate every situation encountered by a traveler. Consequently, travelers are expected to apply the guidelines in this policy on a conservative basis.
- b. Because of the time and expense involved, travel should be undertaken only when necessary. Should the trip be necessary, it is the member's responsibility to keep the costs associated with the trip to a reasonable minimum.
- c. Reservations should not be made without obtaining an approved travel authorization request form. Staff travel authorization request should be emailed through your chain of command at least 14 business days prior to departure. Completed forms will be sent to the NY Wing Chief of Staff for processing.
- d. Members on business travel are official representatives of Civil Air Patrol, and it is expected that your behavior will, at all times, project an image that is a credit to the Wing.
- e. Travelers should not claim costs on the travel voucher if expenses are being reimbursed from another source. Dual compensation is prohibited.

2. TRAVEL AUTHORIZATION

The Wing Commander or his/her designee authorizes travel. The authorizing party may approve use of rental vehicles only when it is determined that the use of other means of transportation is not advantageous to the Wing. Personal preference or minor inconveniences will not be the basis for authorizing or approving the use of a rental vehicle instead of a cheaper mode of transportation. When selecting commercially rented vehicles

travelers will select the lowest cost rental vehicle that meets the mission requirements. A travel authorization request form (see attached) must be completed by the traveler and approved by the authorizing party prior to travel. If there is significant changes to cost projections in anticipated travel expense after the request has been approved, the travel request should be re-submitted.

3. REIMBURSEMENT OF TRAVELER'S EXPENSES

- a. To be reimbursed, a traveler's cost for travel must be allowable. This is the cost must be reasonable. Reimbursement requests must be submitted within 60 days or they will not be paid. While it is difficult to spell out every individual type of reimbursement expense, the general criteria are
 - (1) Reasonable of the expense, and
 - (2) Business purpose (i.e., it must have been incurred only in connection with New York Wing business).
- b. Acceptable expenses include, but not limited to, lodging, air transportation, and luggage fees charged by the airline, taxi fare or car rentals, and vehicle fuel and mileage reimbursement. Mileage reimbursement will not exceed a reasonable airfare.

Thomas Carello, Colonel CAP
New York Wing Commander

Attachment 1

New York Wing Staff Travel Request Form

Attachment 2

There are no compliance elements in this operating instruction.