



FINANCIAL MANAGEMENT PROCEDURE – TRAVEL AND EXPENSE REIMBURSEMENT

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

24. The travel budget is set aside primarily for Wing Commander travel to the mainland for mandated attendance at three functions annually. Travel for other members of the Wing for official business is allowed with the proper prior approval, given the availability of funds. A HIWG CAP member may request travel by filling out a Hawaii Wing Form 108-1, and submitting it to the Wing Commander for approval. Use electronic submission, if possible, to rramos@cap.gov. The Wing Commander will submit the request to the Finance Committee for further review prior to approval. Any travel arrangements must be made using the lowest rate available.

24.1 Air Travel :

An analysis of travel within the state may indicate commercial travel is more efficient than using Wing aircraft. All travel requires a HIWG Reimbursement Requisition Form 108-1 be submitted to the Wing Commander 1.5 days prior to an event. Upon approval, the member may purchase their ticket. Business and First-Class rates are not authorized. Members are asked to park personal vehicles in long term parking to help out costs. Parking personal vehicles at the HI Wing HQ is also an option as long as the Wing Transportation Officer is notified. Please note that the Wing will not be responsible for any theft or damage to vehicles or contents.

24.2 Ground Transportation:

Members are encouraged to rely on CAP Wing vehicles or hotel courtesy vans for transportation whenever possible. The use of a rental car should be of last resort; when a rental car is absolutely necessary, members will select the lowest cost rental available. Members must retain ALL receipts for this along with any fuel purchased for the rental vehicle. The CAP corporate insurance provides coverage to members when renting a car for Wing related business. Any cost accrued with taxis, metro/subways, to include tips and toll booths, must have a receipt and be documented properly. Members are responsible for all other expenses incurred while driving, such as moving traffic violations and parking tickets. If a personal vehicle is used, the Wing will not compensate the member for any physical automobile damage incurred.

24.3 Meals:

Meals are the responsibility of the member.

24.4 Travel Advances:

The Wing Commander, in collaboration with the Finance Committee, shall approve travel advances on a case-by-case basis. The member must submit the Form 108-1 to the Wing Commander for approval, detailing the estimated cost of travel, at least 15 days prior to the event. Traveling members receiving travel advances shall be required to repay any funds that are in excess of actual expenses incurred.

24.5 Miscellaneous:

Telephone and fax charges for business communication made for Wing related purpose may be reimbursed. Receipts must be attached to the form 108-1 and should be included on hotel statement. Personal laundry shall not be reimbursed. Any reasonable business-related registration fees may be reimbursed.

24.6 Reimbursement:

Upon completion of the required travel, the member must submit ALL receipts (copies will suffice), and the original Hawaii Wing Form 108-1 to the Wing Administrator. Expenses exceeding the original approval amount must be approved by the Wing Commander and reviewed by the Finance Committee prior to reimbursement. The reimbursement request must be turned in no later than 30 days after the event.

24.7 Other expenses

Other expenses may be reimbursed predicated upon prior Wing Commander approval with Finance Committee review to ensure the availability of funds. The member will submit the Hawaii Wing Form 108-1, along with the receipts for the expense to the Wing Commander (or designee) for reimbursement.

PATRICK A. COLLINS, Colonel, CAP
Commander

Attachment 1 COMPLIANCE ELEMENTS

There are no compliance elements to this supplement.