



HEADQUARTERS  
CIVIL AIR PATROL - NORTHEAST REGION  
UNITED STATES AIR FORCE AUXILIARY

PO Box 5006  
Augusta, ME 04332  
WWW.NER.CAP.GOV

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15 December 2015

## Northeast Region Travel Policy

In compliance with CAPR 173-1, the following policy has been approved and adopted, effective the date shown above. All such policies will be subject to and applied in accordance with all applicable published CAP directives, and to the extent these policies may conflict therewith, such directives shall control.

With prior approval of the Region Commander or his designee, travel may be undertaken when the benefits of the trip will serve to improve Civil Air Patrol programs and services. Civil Air Patrol members, traveling on behalf of NER, expecting reimbursement must observe CAP policies and procedures when reporting travel expenses.

### 1. Guidelines:

This policy is intended to provide guidelines for 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 all claims for reimbursement are subject to review and approval by the Region Commander and/or the finance committee, and should therefore maintain sufficient records to validate expenses incurred.

Members on Region business travel are official representatives of Civil Air Patrol and it is expected that their public behavior will project an image that is a credit to the organization.

Airline, hotel, and car reservations should be made using the lowest rate available.

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## **2. Reimbursement of member expenses:**

To be reimbursed, member costs incurred for travel, fuel, per diem, etc., must be reasonable and in accordance with CAP regulations and policies. The general criteria for reimbursement are:

- Prior authorization by Commander or designee
- Reasonableness of the expense, and
- Region related purpose

Reimbursable expenses include, but are not limited to, lodging, air transportation, per diem (IAW GSA rates and Commander approval) vehicle fuel, taxi fare, car rentals (only when CAP vehicles are not available), and CAP related communication expenses, such as telephone and internet services.

## **3. Travel expense reporting:**

All required receipts for reimbursed expenses must be submitted with the travel voucher by the member desiring reimbursement.

## **4. Travel advances:**

The finance committee may approve travel advances on a case-by-case basis. The member must submit a travel request form detailing the estimated costs. The finance committee shall determine the amount of the travel advance. Traveling members receiving travel advances must repay any funds advanced IAW CAPR 173-1.

## **5. Ground transportation:**

The Region may reimburse fuel or mileage (IAW GSA rates) for members who use a CAP or personal vehicle for authorized travel. Tolls and parking charges may also be reimbursed. The Region will not reimburse mileage in excess of the cost of a reasonable airline ticket. Members must retain receipts and submit with travel voucher when requesting reimbursement.

## **6. Meals:**

Business meeting meals must have a business purpose and must include two or more persons. Business meals will be reimbursed for the actual amount of the receipt and require a CAPF 170 when submitting for reimbursement.

Personal meals are individual meals consumed during business travel. A maximum of three personal meals per day may be reimbursed at the current GSA rate. Per GSA guidelines, travelers will be reimbursed 75% of the allowable per diem on the first and last day of travel. Receipts for meals being reimbursed under the GSA rate do not need to be submitted. If meals are provided by the hotel or in conjunction with an event they must be deducted from the allowed amount. Members do not qualify for personal meal reimbursement during same-day travel.

If claiming actual reimbursement for personal meals all receipts must be submitted. Reimbursement will not exceed the daily GSA rates.

Alcoholic beverages, regardless of the payment method used will not be reimbursed.

CATHERINE E. SPAULDING  
Lt Col, CAP  
Northeast Region Finance Officer

E-Signed : 12/18/2015 03:44 AM CST

Cathie Spaulding

cspaulding@ner.cap.gov  
Comments: N/A  
Voting: APPROVED  
IP: 76.179.133.111

Sertifi Electronic Signature  
DocID: 20151218031312996

E-Signed : 12/18/2015 06:01 AM CST

Edward Burns, Col,  
CAP

eburns@ner.cap.gov  
Comments: N/A  
Voting: APPROVED  
IP: 74.78.76.96

Sertifi Electronic Signature  
DocID: 20151218031312996

E-Signed : 12/18/2015 08:06 AM CST

Col Joseph V Sirois

joe.sirois@ner.cap.gov  
Comments: None  
Voting: APPROVED  
IP: 24.190.100.148

Sertifi Electronic Signature  
DocID: 20151218031312996