



ROCKY MOUNTAIN REGION OPERATING INSTRUCTION 18-1

24 SEPTEMBER 2018

APPROVED/L. CAMPBELL/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURE - TRAVEL

RMR OI 18-1, dated 27Mar2018, is changed as follows:

SUMMARY OF CHANGES:

Added RMR will reimburse for up to early bird registration fees.

Removed "RMR" from types of conferences.

Added RMR will not reimburse for room service.

Added RMR will reimburse POV mileage, corporate vehicle fuel or equivalent airfare, whichever is less.

Added RMR will reimburse for meals only during the event and a travel day before and after.

This instruction prescribes the procedures and authority for expenditures and reimbursement for official travel of Rocky Mountain Region Civil Air Patrol members.

1. Guidelines.

1.1. Travel by RMR personnel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol programs and services. RMR will pay for member travel incurred in pursuit of CAP goals when authorized by RMR or requested by National Headquarters. Members are expected to observe CAP regulations, policies and procedures when reporting expenses related to travel. Members utilizing RMR as a "pass through" for travel funded by other CAP entities are required to make themselves aware of the travel policies of those headquarters since they may differ from RMR policy.

1.2. This policy is intended to provide guidelines for RMR 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 of the right of RMR staff to review claims and must therefore maintain sufficient records to validate expenses incurred.

1.3. 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.

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

2. **Requesting Funded Travel.** Travel must be requested in advance by RMR staff when round trip travel will exceed 100 miles or an overnight stay will occur, or the travel is directed by the RMR Commander or

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Vice Commander. A RMRF 173 "Travel Authorization" must be submitted at least 21 business days prior to departure to the RMR FM who will process for approval. The RMR Commander or Vice Commander may authorize travel with less than 21 days' notice under special circumstances. Finance Committee approval is required in advance of the travel if the amount exceeds \$1,500.

3. Reimbursement of member expenses. To be reimbursed, member costs for travel must be reasonable and in accordance with CAP regulations and RMR policies. Airline, hotel, and rental car reservations should be made using the lowest rate available. Authorized travel for meetings and RMR conferences will be reimbursed at the conference or host hotel rate. Acceptable expenses include, but are not limited to, early bird registration fees, lodging, air transportation, vehicle fuel, taxi fare or car rentals, and purpose-related telephone calls and necessary internet connection fees. Alcohol and room service will not be reimbursed.

4. Expense Reporting. The "RMR Travel Voucher" will be used to document travel and obtain reimbursement. The travel form must be filed within 60 days after the completion of the travel. Only reasonable RMR-related expenses may be reimbursed. Members must retain and attach detailed (showing the amount, date, vendor information and essential character of each expense) receipts for all travel related expenditures regardless of dollar value. A copy of the transaction from a credit/debit card statement or bank statement showing only the vendor and amount is not sufficient. If the RMR credit card is used to pay for travel-related expenses, a copy of the receipts for authorized credit card purchases will also be submitted with the monthly credit card statement. The current form may be found on the RMR website under "Policies and Forms."

5. Air Travel.

5.1. Commercial airline reservations and ticket purchases will be made with the member's personal credit card or the RMR credit card. 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 must 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. In the event the member's itinerary changes prior to departure and a change fee is charged, RMR will reimburse the change fee only if a valid, written, reason for the change is provided to the finance committee. Flights should be booked as far in advance as possible to obtain advance purchase prices on tickets. The cost of one piece of checked luggage will be reimbursed with appropriate receipts.

5.2. Members are encouraged to economize on airport parking where practicable. Cost saving measures should include parking in longer-term lots for trips. All parking expenditures must be itemized on the RMR travel form and receipts must be attached.

6. Private Aircraft. Private aircraft expenses may be paid if the pilot has the RMR Commander's approval. Reimbursement for use of private aircraft cannot exceed the cost of the most economical airline travel to the same location.

7. Lodging. Lodging and per diem are not reimbursable for local travel. All business-related travel within 50 miles of a normal work site or home is considered local travel. Allowable cost is the single room rate plus tax, unless another member is also authorized. If the lodging receipt states "multiple occupancy," the member must indicate either the single room rate on the receipt or provide the name(s) of the CAP member(s) who shared the lodging. The RMR credit card or a personal credit card

should be used for lodging charges. Personal charges must be paid out-of-pocket at checkout. Such incidental or guest services charges (e.g., personal telephone calls, movies, mini bar, room service, laundry, etc.) are not authorized.

8. Ground Transportation.

8.1. Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP vehicles for transportation during RMR-related travel. If a rental car is required, members will select the lowest cost rental vehicles that meet purpose requirements. Members must retain receipts for this along with any fuel purchased for the rented vehicle. Luxury size sedans or SUVs are not allowable without prior approval of the RMR Commander, Vice Commander or Finance Committee. RMR will reimburse for the rental car only. No additional insurance or extras will be reimbursed. Members must purchase rental car fuel separately and not from a rental car company prepaid fuel program. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of reserved models.

8.2. CAP corporate vehicles are the preferred method of travel. POVs should only be used when a CAP vehicle is not available or practical. RMR may reimburse either fuel or the prevailing government mileage rate at time of travel for members who use a personal vehicle for travel. When more than one RMR traveler is transported in a POV only the owner of the vehicle may submit for reimbursement. RMR will reimburse for POV mileage, corporate vehicle fuel or equivalent airfare, whichever is less.

8.3. RMR may reimburse tolls and parking charges for rental, corporate or personal vehicles with proper receipts. Members are responsible for all other expenses incurred while driving these vehicles, including moving violations and parking tickets. RMR 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.

9. Meals.

9.1. Business meals and entertainment must have a CAP business purpose, include two or more employees, volunteers or donors and be pre-approved by the RMR Finance Committee. The member will use a CAPF 170 to document the business meal or entertainment. Tips for business meals or entertainment are reimbursable up to 20% of meal cost. Additional requirements set forth in CAPR 173-1 are incorporated herein by reference and shall apply.

9.2. Personal meals are individual, everyday meals consumed during business travel. RMR will reimburse for meals only during the event and a travel day before and after for up to the established daily Meals and Incidental Expenses (M&IE) rate for the locality as published on the General Services Administration (GSA) web site. The M&IE rate is per day, not per meal. Travel days will be reimbursed at 75% of the daily M&IE rate.

THOMAS R. KETTELL, Colonel, CAP
Commander

Attachment 1 – COMPLIANCE ELEMENTS

There are no additional compliance elements for this operating instruction.

E-Signed : 08/15/2018 06:04 PM CST
Robin Vest
rvest1@comcast.net
Comments: N/A
Voting: APPROVED
IP: 50.37.242.57
Sertifi Electronic Signature
DocID: 20180815161224133

E-Signed : 08/16/2018 02:33 PM CST
Donna L Todd
dltodd46@gmail.com
Comments: N/A
Voting: APPROVED
IP: 174.52.148.192
Sertifi Electronic Signature
DocID: 20180815161224133

E-Signed : 08/20/2018 02:45 PM CST
Tom Kettell
tkettell@cap.gov
Comments: N/A
Voting: APPROVED
IP: 100.32.160.4
Sertifi Electronic Signature
DocID: 20180815161224133