

Financial Management

EXPENSE REIMBURSEMENT PROCEDURE

This procedure describes the actions required for reimbursement of expenses incurred in the performance of Southwest Region duties in support of authorized Southwest Region Civil Air Patrol activities. These procedures do not change the requirements of CAP Regulations concerning reimbursement of expenses properly reported on CAPF 108 and related CAP Forms.

1. Expenses eligible for reimbursement: Reimbursement is authorized for travel and lodging expenses incurred while performing duties assigned by the Southwest Region Commander at a Civil Air Patrol activity. Reimbursement is limited to mileage of \$0.51 per mile (or other rate as is consistent with current IRS allowances) and per diem of \$25.00 per day. All Air Force Missions will be reimbursed in accordance with CAPR 173-3 Section 1a(4)(c). Under circumstances specifically authorized by the Commander, Southwest Region CAP, additional allowances may be paid. Such authorization will be obtained prior to submission of expenses.
2. Submission of requests for reimbursement:
 - a. Reimbursement will be provided upon submission to CAP National HQ (email regionacct@capnhq.gov) of a request for reimbursement ("Payment Voucher" for expenses other than travel; "Travel Voucher" for travel expenses) accompanied by receipts for all expenses claimed (scanned legible copies are acceptable). Members should keep copies of all reimbursement requests submitted. Current copies of the Travel Voucher and Payment Voucher forms will be posted on the SWR website, and that location should be checked periodically to insure members are submitting current forms (this will avoid delays in processing).
 - b. Requests not properly documented or for expenses not clearly authorized for support of the claimed activity, will not be processed for payment, and will be returned to the requestor. Illegible receipts or receipts that have been "enhanced," as by overwriting amounts, will be rejected.
 - c. Requests submitted more than 60 days from the event for which reimbursement is requested will not be honored.
3. Budgeting responsibilities: Staff members responsible for planning activities requiring expense reimbursement should clearly indicate those items in operating budgets. This will permit appropriate management of limited funds by the Commander, Southwest Region CAP.

This is not intended to be an all-inclusive guide for reimbursement of expenses, rather a document to permit the reasonable management of funds available to the Southwest Region staff. Any questions regarding the implementation of these procedures, or suggestions for improvement, should be directed to the SWR Finance Officer.

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