

1 April 2017

Financial Management CAPR 173-1

EXPENSE REIMBURSEMENT OPERATING INSTRUCTIONS

This instruction 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 instructions do not change the requirements of CAP Regulations concerning reimbursement of expenses properly reported on e108s and related CAP Forms.

1. Expenses eligible for reimbursement: Reimbursement is authorized for travel, lodging and miscellaneous expenses incurred while performing duties assigned by the Southwest Region Commander at a Civil Air Patrol activity. Vehicle fuel cost is reimbursable at the actual cost. Copies of actual fuel receipts are required. Reimbursable commercial travel includes air fare, airport parking fees, baggage fees, lodging, taxes, other parking rental car and other ground transportation.

All SWR staff members are expected to seek the most economical form of travel to maximize the funds available for travel expenses.

2. Submission of requests for reimbursement:
 - a. Reimbursement will be provided upon submission of a request for reimbursement (“Payment Voucher” for expenses other than travel; “Travel Voucher” for travel expenses) to the Southwest Region Finance Director, with receipts for each expense listed. Receipts must clearly indicate items for which reimbursement is requested, such that both item and purpose is discernible at a later audit of payment. Members are encouraged to keep copies of all reimbursement requests submitted.
 - b. Requests not properly documented or for expenses not clearly authorized for support of the claimed activity with an actual receipt for the expenses, will not be processed for payment, and will be returned to the requestor. The finance office at NHQ will not accept credit card bills as expense documentation. 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. Expense Reimbursement Process:
 - a. For expenses other than Travel, go to the SWR website--Finance page, and download the current Payment Voucher

- i. Fill out the Payment Voucher completely
 - 1. Click on Select Account Number, and choose the appropriate account
 - 2. If not sure which account to select, select “See Comments Section Below” (last entry) and explain in the Comments Section
- ii. Print Form (NOTE: You cannot save data in this form. It will only save a blank form. You may print a blank form and fill it in as long as it is legible and includes the account information)
- iii. Scan the Payment Voucher and all receipts **in one PDF file**
- iv. Attach the PDF file to an email, and send to the SWR Director of Finance
- b. For Travel Expenses, go to the SWR website-Finance page, and download the current Travel Voucher.
 - i. Fill out the Travel Voucher completely
 - 1. Click on the Select Travel Account Here drop down menu, and choose the appropriate account
 - 2. If your program area is not displayed, select “Other Staff Travel”
 - ii. Print Form (NOTE: You may print a blank form and fill it in as long as it is legible and includes the account information)
 - iii. Scan the Travel Voucher and all receipts **in one PDF file**
 - iv. Attach the PDF file to an email, and send to the SWR Director of Finance
- c. The correct format for reimbursements is to submit the payment request or travel voucher, with receipts-- in **one PDF file**. Currently we are receiving forms and receipts in different formats (photo, jpeg, word) in several different files—often on different emails. This causes delays in processing the reimbursements to members. The reimbursements have to be submitted in the format described above to go through Sertifi and for NHQ to issue the checks. Incorrect reimbursement requests will be returned to staff members to submit correctly.
- d. Payments from SWR are sent by NHQ. Payments can be made by EFT if the SWR staff member has submitted the CAPF 179 to NHQ.

4. Special Activity Reimbursements:

- a. Staff members responsible for planning any SWR activities must prepare a “zero” balance budget meaning the expected expenses will be off-set by the expected income. Expense items requiring reimbursement to an individual should clearly indicate those items in operating budgets. This will permit appropriate management of limited funds by the Commander, Southwest Region CAP.
- b. Currently these activities include the staff college, chaplain’s college, cadet competitions and cadet leadership school. These activities normally receive funding (seed money) support from Civil Air Patrol Headquarter (NHQ). Other events such as CISM training and other training activities which are not normally scheduled must be approved by the SWR Finance Committee before the activity.

- c. Region approved reimbursable expenses for these events include travel costs, lodging and. Also any incidental cost such as printing, supplies, communications and facility charges. Approved expenses for the activity director will be reimbursed. Expenses for other activity staff members and students will not be reimbursed. In the event an activity requires the assistance of a special instructor the expenses for this individual will be reimbursed. Because requests for reimbursement must be submitted through Sertifi to the Finance Committee for approval, the request package must be sent to the Director of Finance either by regular mail or as a scanned PDF email file.
- d. If an activity director has a region issued credit card, it should be used to pay for activity expenses when possible. This will reduce the paper work but, as usual, the expense receipts will still have to be sent to NHQ and the costs should be included in the activity budget.
- e. Any funds received by the activity director such as registration fees must be deposited in a Wells Fargo Bank. The region account number at the bank is 2000700377882. If a Wells Fargo Bank is not available contact the Director of Finance. The Director of Finance must be provided copies of all deposit slips. Scanned jpeg copies are acceptable.

Approved forms for requesting reimbursement are published separately, and include Payment Voucher, Travel Voucher and Direct Deposit Authorization forms. These forms are revised every year by NHQ to reflect changed account numbers. 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).

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 Director.

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