



HEADQUARTERS  
PACIFIC REGION – CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
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15 July 2009

Policy Letter 09-01

BUGETING PROCESS and EXPENSE REIMBURSEMENT

This policy letter supersedes Pacific Region Policy Letter 07-01 dated 1 May 2007

It is essential that members exercise due diligence in spending funds entrusted to us by the other members of this organization. Far beyond the regular tests for “business” expenditures being ordinary and necessary we must also ensure that the expenses are the least amount that will accomplish the mission. Every effort should be made to reduce or eliminate expenses wherever possible.

The Region will establish an operating budget annually, by the first of September of each year. The budget will allocate funds to each Directorate for program and equipment needs, travel, lodging and other related expenses. Directors will submit a budget request form to the Finance Director before 15 August, to include their estimated expenditures, with justifications, for the next fiscal year, October through September. The Finance Committee will review Directorates requests and formulate the Budget based on anticipated income and reserve fund use. Approval of the Budget requires majority vote of the committee. After approval, the budget will be published and distributed.

Staff members may be reimbursed for attendance at Commander's Calls, Wing conferences, National Board, Region activities, subordinate unit visitation and other activities as provided in the budget and approved by their Directorate.

The Commander may request a staff member to attend an activity not included in his/her budget. In this case the expenditure will be reimbursed at 100 % of authorized expenditure. In the event a Directorate requires additional funds beyond their budget allocation, they shall make such request, in writing, to the Finance Director, who will submit said requests to the Finance Committee, which may approve such requests, contingent upon availability of funds. All requests for additional funds outside the approved budget must be made in advance of any commitment by any member.

EXPENDITURES

Use Pacific Region Form 173 to request reimbursement for expenses. Valid receipts must be provided for all requests. Forms and receipts should be submitted electronically to [FMB@pcr.cap.gov](mailto:FMB@pcr.cap.gov) Requests submitted through any other channel will encounter delays in processing. Reimbursement should be requested as soon as possible after incurring an expense.

Reimbursable expenses are:

Airline Travel - - - Normally paid by the individual, then reimbursed. This must be the most economical coach grade fare for advance purchase.

CAP Aircraft Use - - Request use in advance for possible approval. (Usually only on missions funded by other agencies)

Lodging ----- Reimbursed for the lesser of actual expense or DOD approved rates for the area or base

Parking and Tolls-- Reimbursement for actual expense when personal vehicles are used for official travel.

Rental Cars - - - - Reimbursed only if the host wing is unable to arrange transport

No reimbursement will be made for optional insurance obtained from rental car provider

Members participating in the same activity should share rental cars. Car size selection should be based on the number of members using the car.

Distance to be traveled and weather conditions may factor in to the selection. As with airline travel, every effort should be made to make advance reservations to obtain the best rates.

The Region van is to be used whenever possible.

Personal Vehicles - -For travel to CAP functions, fuel expense will be reimbursed.

Personal Aircraft---Same as personal vehicles

Taxis and Shuttles---If no other transportation is available, taxi or shuttle fares will be reimbursed if valid receipt is obtained.

Meals----- Normally no reimbursement will be made for meals purchased in connection with approved travel. Exceptions may be allowed for meals that are included in conference fees and where necessary for meetings with dignitaries.

Per Diem----- Normally per diem will not be paid unless participating in activity where other CAP members are receiving per diem payment from government funding, such as Compliance Inspection or SAR eval.

Individual variances from this policy must be approved, in advance, by the Commander, Vice Commander or Chief of Staff, or by the Finance Committee.

This policy shall remain in effect until rescinded, superseded or incorporated into other directives, policies or regulations.

FOR THE COMMANDER

//SIGNED//

STEVEN A. UPDIKE, Lt Col, CAP

Chief of Staff

Distribution: 1 each PCR staff member  
1 each NHQ/FM  
1 each PLR/CC

*Where Individual Performance Meets CAP's Potential*