



## **MICHIGAN WING SUPPLEMENT 1**

### **CAP REGULATION 173-1**

**1 JUNE 2018**

**APPROVED/H. LAGERMAN/CAP/FM**

**Finance**

### **MICHIGAN WING TRAVEL POLICY**

CAP Regulation 173-1, dated 15 November 2012 which includes ICL 17-02 15 MARCH 2017, is supplemented as follows:

Paragraph 24. Travel. Michigan Wing Travel Policy is as follows:

- a. When travel is required for Wing business, a written request must be submitted to the Wing Commander prior to travel (MIWG173-T). The request should include dates, business purpose of travel and estimated cost. All travel anticipated by the Wing Commander that will exceed \$1500 (unless it is of an emergency nature and time constraints prevent such action) must be submitted to the Finance Committee through Sertifi prior to travel with a quorum approving.
- b. Within 15 days of returning from travel, the member will complete a MIWG173-3 for reimbursement. This form must be completed and submitted with all original receipts and the MIWG173-T attached. If the corporate credit card was used, all receipts must be submitted within 15 days.
- c. Travel expenses should be limited to airfare (if corporate vehicle is not available or time constraints/distance warrants air travel vs driving), fuel expenses, hotel, rental car, parking and registration. All costs will be reasonable and should be approved as stated in section (1) prior to travel. Meal reimbursements will be limited to \$30 per day.
- d. Routine travel to Wing headquarters will not be reimbursed.
- e. If the Wing uses the corporate vehicle to travel for corporate business, errands or daily use, fuel receipts must be documented with the vehicle usage report indicating miles driven, purpose of business and destination. Fuel charges on the corporate card will also be supported with the vehicle usage report indicating miles driven, purpose of business and destination. Since it is sometimes difficult to obtain documentation for tolls, bus fares, metro cards or baggage fees, this documentation can be made by a hand-written statement of cost, date and purpose of these charges; however, if receipts can be obtained you would be required to provide them. This only applies if we have documentation for an approved trip, i.e. plane ticket, out of area hotel, etc.

Curtis J Boehmer, Colonel, CAP  
Commander

