



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 173-3

22 DECEMBER 2009

Finance

PAYMENT FOR CIVIL AIR PATROL SUPPORT

This regulation establishes procedures for processing claims by Civil Air Patrol (CAP) members and units for costs incurred while participating in reimbursable missions. It applies to all CAP personnel involved in the submission and review of CAP mission reimbursement vouchers. All references to “wing” also apply to a region when the region is the unit responsible for the mission reimbursement. **Note: Shaded areas identify new or revised material.**

SUMMARY OF CHANGES.

Establishes electronic reimbursement procedures. Updates tail number accounting procedures and aircraft reimbursement rates. Gives flexibility for meals payment up to the full government rate if another agency is paying for the mission and they authorize it in advance. Establishes 1 January 2010 requirement to upload all reimbursement receipts into WMIRS. Deletes the requirement to maintain paper copies of receipts after they have been uploaded into WMIRS.

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1. General.

a. Disbursement of Federal appropriated funds for CAP may be used to furnish, pay or reimburse CAP for the following items (including taxes) while participating in an Air Force-assigned mission:

(1) Automotive fuel and lubricants actually used while enroute to/from and while performing the mission.

(2) Aircraft expenses while enroute to/from a mission and while performing the mission. Allowable aircraft expenses are: fuel, lubricants, oxygen service, and for actual missions only – essential hangar fees, and aircraft preheat/de-ice.

(a) Minor maintenance payments to wings for corporate-owned aircraft will be used exclusively to maintain and upgrade the corporate aircraft fleet. Aircraft Flying Hour Minor Maintenance Payment Rates can be found at Attachment 1.

(b) Aircraft Flying Hour Minor Maintenance Payment Rates were established by NHQ CAP/LG following an in-depth analysis of CAP's actual minor maintenance expenditures which, except for inspections and preventive maintenance, do not include most engine-related expenses. Major maintenance covers engine repairs and overhauls and is covered in CAPR 66-1, *CAP Aircraft Maintenance Management*.

(c) Wings/regions may charge more than the published reimbursement rate for members to fly CAP aircraft, but wings/regions may not charge less than this rate unless they are supplementing and make it whole with funds obtained from other sources such as state appropriations. The bottom line is each wing/region must collect and set aside at least the published hourly rate for each hour of flight time the aircraft is flown. This will ensure that there is enough money in the wing/region aircraft maintenance accounts to cover the reasonable costs of repair. Note that all wings on the national consolidated maintenance program will manage their funds according to the published procedures.

(d) Tail number accounting refers to the tracking, by aircraft tail number, of all aircraft minor maintenance income and expenses. NHQ will manage tail number accounting for NHQ-reimbursed flying for those wings and regions on the Consolidated Maintenance Program. However, all wings and regions on the Consolidated Maintenance Program are encouraged to track aircraft minor maintenance income for all non-NHQ-reimbursed funds, including state appropriations, state and local government flying and member flying, to help ensure that enough funds are collected and available when NHQ drafts back "B" & "C" mission flying funds quarterly. Wings and regions not on the Consolidated Maintenance Program must track all non-NHQ-reimbursed aircraft minor maintenance income and expenses. Tail number accounting will be accomplished by utilizing the "class" feature within QuickBooks Pro, the accounting software purchased by the National Headquarters for all region and wing finance departments. The use of these "classes" makes it possible for every maintenance payment or expenditure to be quickly and easily associated with a particular aircraft tail number. For assistance with this feature, please contact your wing financial analyst.

(3) Commercial communications expenses associated with the mission and fuel for generators.

(4) Mission travel and per diem expenses associated with the mission.

(a) Operational Missions. **Overnight stays must be approved in advance through the National Operations Center (NOC) for all missions.** In unique conditions (example: weather-related) where overnight stays have not been approved in advance, the mission base staff must contact the NOC duty officer to coordinate approval. Also, please keep in mind that the NOC can only coordinate approval of overnight stays during missions when a) safety requirements dictate and/or b) mission needs dictate and it is more cost effective for the overall mission to do so. Meals will only be reimbursed in conjunction with overnight stays. CAP's exemption from the FAA allows private pilots to receive lodging and meals compensation only on Air Force-assigned missions.

(b) Training Missions. Overnight stays will not normally be authorized for training missions, except when safety needs dictate. Examples of when it may be approved include inclement weather preventing a safe return to home base or when necessary to avoid violating duty day requirements stated in CAPR 60-1. If it is necessary for members to stay overnight as part of a training mission, the state director and wing commander must both approve the request to be paid from the wing's Air Force training funds. In the unusual circumstance where the state director or wing commander cannot be reached, the incident commander or his/her staff can contact the NOC to coordinate approval.

(c) All Air Force Missions. When pre-approved by the NOC in accordance with 1a(4)(a) above, all authorized CAP personnel will be reimbursed for meals at a flat rate of \$25 per day. Lodging rates will be reimbursed in accordance with the GSA published rates (<http://www.gsa.gov/perdiem/>). Every effort should be made to stay within these rates. In very unusual circumstances where lodging cannot be obtained at any facility within the GSA rates, additional approval must be obtained in advance from the NOC – otherwise the member will only be reimbursed up to the GSA rate. Generally, anything that exceeds the GSA rate by thirty percent or more will not be approved. If ground transportation is required, CAP vehicles should always be used if available. When a CAP vehicle is not available, the most cost effective option should be used whether it be a hotel shuttle, taxi, rental car etc. Note: When CAP's mission participation is being funded by another agency, meals reimbursement up to the full Federal government rate can be authorized by the funding agency. CAP must receive this authorization in writing from the funding agency during the mission coordination process in order to pay members the full Federal government meals rate. Note that this does not apply to SAR or CD missions because these are funded by CAP.

b. Reimbursement from other agencies will be in accordance with the current memorandum of understanding (MOU) or letter of agreement (LOA) with that agency.

c. Absolute minimum acceptable documentation for reimbursement/payment of vouchers is that which is stated in this regulation.

2. Specific Requirements. Wings must submit all reimbursement requests (including modifications/corrections) to NHQ using the WMIRS e108 for all missions reimbursed by National Headquarters. All sortie data including actual costs must be entered into WMIRS within 72 hours of completing the sortie unless the customer or the NOC requires a shorter turnaround. Once the WMIRS e108 is completed and approved by the Wing Commander or his/her designee, the reimbursement request will be automatically transmitted to NHQ for payment.

a. Members will:

(1) Submit a CAPF 108, *Reimbursement for Individual CAP Member Expenses*. A separate CAPF 108 is not required for each individual member as long as the wing can account for each of the expenses incurred by each member via some other method. Submit individual expense receipts to the wing in accordance with the procedures listed below. Printed copies of the WMIRS e108 worksheets with expense receipts attached may be used to account for individual member expenses.

Note: If a charge is made to a wing for fuel paid by a member, a copy of the receipt showing the amount of fuel serviced and the total cost must be attached to the member's reimbursement request to the wing. To ensure timely reimbursement, the member should submit these requests to the wing as soon as possible, but not later than 15 days after the close of the mission.

(2) Members are encouraged to submit these requests electronically via fax or email (to include electronic copies of original receipts) to hasten the reimbursement process.

(3) For communications costs, submit the telephone bill with calls and cost identified. If pay telephones were used for official communications, the member may submit a signed statement listing the calls by date, location and number called, and the cost of each individual call. Communication expenses for personal cell phone usage will be reimbursed only when expenses exceed allowable minutes in the individual's contract. Copies of cell phone bills with line items highlighted are required for reimbursement.

b. Wings will:

(1) Complete and submit a consolidated WMIRS e108 with receipts. Effective for e108s submitted after 1 January 2010, receipts for all claimed mission expenses (fuel, lodging, etc.) must be uploaded in Portable Document Format (PDF) into WMIRS during the e108 submission process. *Be sure scans are clearly readable before any actual hard copy documentation is discarded.* All fuel receipts must be uploaded via the individual air or ground sortie page so they can be "tagged" to that particular sortie. If a receipt is not tied to a specific sortie, such as generator fuel, lodging, communications expense, etc., it must be uploaded in the 108 Reimbursement Worksheet section as an additional expense. Receipt files that will not be "tagged" to a specific sortie should be given a unique/descriptive name, such as 09-1-5058_Lodging_CAPID.pdf or 10T3589_CellPhone_CAPID.pdf. All receipts must be clearly marked to show which particular sortie and mission the expense applies to. A signed certification form of an expense incurred will not qualify as a receipt. Receipts must be issued by the vendor and contain a date/location. For fuel purchases the receipts must also include tail number, gallons, price per gallon, and total purchase amount. Fuel receipts that meet these criteria obtained from vendors online are also acceptable. A copy of the transaction from a credit/debit card statement or bank statement showing only the vendor and amount is not sufficient.

Mission records, to include mission reimbursement paperwork, kept in WMIRS do not need to be kept separately in either paper or electronic format. However, any mission records not contained in WMIRS must be kept in either paper or electronic format and be available for inspection. Non-financial mission paperwork (Ops Plan, IC log, personnel rosters, message logs, press releases, etc.) should be uploaded in the Edit Mission page of the particular WMIRS mission. Upload photos using the Upload Images button. Partial mission claims may be submitted by selecting the correct option when completing the WMIRS e108. Follow-on partial claims must also be submitted via the WMIRS e108 and will be automatically assigned a sequential alpha character at the end of the mission number (example: original 09-T-4191-A; next follow-on partial 09-T-4191-B). The wing will electronically certify that the reimbursement request is appropriate, and then electronically forward it to NHQ via WMIRS signifying it as valid for payment. All reimbursement requests for missions flown during the previous fiscal year (1 Oct – 30 Sep) must be submitted to NHQ for payment by 15 November.

Note: *All requests for reimbursement to a wing must be submitted via the WMIRS e108 process (paper versions of the form are not acceptable).*

(2) Electronically sign the WMIRS e108. The right to electronically sign a WMIRS e108 is limited to the wing (or region) commander, vice commander and up to three other members designated by the wing (or region) commander. The wing (or region) commander must designate these members via the “Commander’s Corner” module in eServices. The designated individuals should be part of the wing (region) staff and not be CAP employees (such as a wing administrator), wing employees or state employees assigned to CAP.

(3) Ensure members’ claims are paid no later than 30 days after receipt of the reimbursement payment.

d. CAP wings must electronically submit WMIRS e108s approved by the wing/region commander or their designee within 45 days after the close of the mission. If the WMIRS e108 is submitted more than 45 days after the close of the mission, the e108 will be held at NHQ until December of the next fiscal year. If funds from the previous fiscal year become available in December of the next fiscal year, the wings/regions will be paid a prorated share of the funds that are available based on their share of the outstanding unpaid reimbursement requests. (Example: a mission reimbursement request from November 2007 that did not meet the 45 day deadline would be considered for payment in December 2008.)

e. Wings will not schedule/perform any training missions or CAP cadet orientation flights between 15-30 September, so that an accurate accounting of all expended training funds can be accomplished. Wings should be exceptionally diligent to have all mission reimbursement requests turned in as quickly as possible, especially during the month of September. Prompt processing of reimbursement requests will ensure CAP is able to fully utilize all the funding it receives from the Air Force.

3. Reimbursement Procedures for FEMA and other AF-Assigned Missions. Funding procedures for FEMA-reimbursed disaster relief missions and other AF-assigned missions are outlined in “Reimbursement Procedures for FEMA and other AF-Assigned Missions” found at Attachment 2.

Attachment 1 – Aircraft Flying Hour Minor Maintenance Payment Rates

The rates in this table are calculated from actual reported minor maintenance expenses for CAP aircraft. Many factors, such as aircraft age, Airworthiness Directives, design, and model, affect CAP expenditures for maintenance. These rates are not generally related to engine horsepower because engine expenses are managed under CAP's major maintenance program. CAP has elected to establish overall fleet rates for only the models of aircraft in the CAP corporate fleet.

Wings participating in the national consolidated maintenance program will not have minor maintenance funds paid to the wing. In addition, the Category "B" and "C" minor maintenance mission funds collected by those wings must be forwarded to NHQ so the funds can be used to maintain the wing's aircraft.

Effective 1 October 2008
"Dry" Hourly Reimbursement Rates
for all sorties flown on or after 1 October 2008

Manuf	Maule	Cessna	Cessna	Cessna	Gippsland	Cessna	de Havilland	Cessna
Model	MT-7-235	172	182	206	GA-8	182RG	DHC-2	185
Cost/hr	\$28.00	\$28.00	\$36.00	\$47.00	\$31.00	\$55.00	\$68.00	\$51.00

Notes:

1. "Basic Hourly Rate" for single-engine corporate or member-owned/furnished aircraft not listed above: \$30.00.
2. Use of single-engine member-owned or member-furnished aircraft must be approved in advance for all missions.
 - a. Use in Air Force assigned missions requires approval by the appropriate Air Force approval authority. It also requires the member to complete an Air Force hold harmless agreement.
 - b. Use in corporate missions requires approval by the wing/region commander or director of operations/director of emergency services.
 - c. Single-engine member-owned or member-furnished aircraft models that have been approved in accordance with this note but are not listed in the table above will be reimbursed at the "Basic Hourly Rate."
3. The use of all twin-engine aircraft for any mission requires prior approval through the wing/region **and** the appropriate Air Force approval authority (through the National Operations Center.) It also requires the member to complete an Air Force hold harmless agreement. Wings/regions should send requests well in advance to the NOC at opscenter@capnhq.gov. Once approval has been obtained, the NHQ staff will determine the reimbursement rate and notify the wing/region in writing.
4. Aircraft fuel, lubricants, de-icing services, and other mission essential supplies are authorized for participation in Air Force-assigned reimbursable missions and are in addition to the above rates (receipts required).
5. Corporate glider tow aircraft are reimbursed at the appropriate rate for their model classification. Reimbursement for non-corporate glider tows participating in the Cadet

Glider Flight Orientation Program will be based on the actual cost of the tow (receipts required).

6. Glider maintenance reimbursement will be on an actual cost basis. All maintenance of gliders requires a control number from NHQ CAP/LG prior to repairs being accomplished. Submit receipts for all expenses incurred to NHQ CAP/LG for payment or reimbursement. Electronic copies of original receipts are acceptable. Tail number accounting principles must be followed for gliders.
7. **Aerial Digital Imaging System (ADIS) Rates.** CAP can charge an additional \$65 an hour to operate ADIS but only when supporting missions that are not funded with CAP's annual Congressional appropriation. The money collected for ADIS operation from these missions must be forwarded to NHQ for the systems that NHQ provides to the wings. Wings that have purchased their own ADIS systems may keep the money but must comply with specific program income restrictions. This information can be obtained from NHQ CAP/FM. The hourly charge to operate the ADIS system will begin when the aircraft departs the mission base to execute the ADIS sortie and ends when the aircraft returns to the mission base. The ADIS rate will not be charged on flights to/from the home base and the mission base unless ADIS operation is conducted enroute to the mission base.
8. **Airborne Real-time Cueing Hyperspectral Enhanced Reconnaissance (ARCHER) Rates.** CAP will charge an additional \$235 an hour to operate ARCHER but only when supporting missions that are not funded with CAP's annual Congressional appropriation. The money collected for ARCHER operation from these missions must be forwarded to NHQ. The hourly charge to operate the ARCHER system will begin when the aircraft departs the mission base to execute the ARCHER sortie and ends when the aircraft returns to the mission base. The ARCHER rate will not be charged on flights to/from the home base and the mission base unless ARCHER operation is conducted enroute to the mission base.

Attachment 2 – Reimbursement Procedures for FEMA and other AF-Assigned Missions

GENERAL:

- a. All expenses will be reimbursed to the wings/regions.
- b. All individual member expenses (including travel, lodging and per diem) must be submitted to the wing. A CAPF 108, *Reimbursement for Individual CAP Member Expenses*, for each individual member is not required as long as the wing can account for each of the expenses incurred by the member via some other method. Individual expense receipts are still required to be submitted to the wing.
- c. Wings: For all expenses requiring documentation, documentation must be legible and attached to the WMIRS e108 at the time of filing to NHQ. *Expenses cannot be reimbursed without proper documentation.* Copies of all receipts must be submitted with the WMIRS e108 to NHQ. All reimbursed travel must be approved in advance through the CAP National Operations Center (NOC). Members who initiate travel on their own *without being part of a NOC authorized mission will not be reimbursed.*

LODGING:

- a. **Lodging:** Lodging will be reimbursed at the **GSA rate** or actual lodging rate whichever is less.
- b. **Required Documentation:** Paid hotel receipts are required for all overnight stays. Documentation should indicate dates of stay and all room rate charges. Only room charges and taxes are reimbursable expenses. Incidentals or guests services will not be reimbursed.

MEALS:

- a. **Rate:** Meals will be paid for all travel where an overnight stay is required at a flat rate of \$25.00 per day.
- b. **Required Documentation:** No additional documentation is required – payments will be based on lodging receipts.

AIRCRAFT MINOR MAINTENANCE AND FUEL:

- a. **Rate – Minor maintenance:** For all aircraft – reimbursement rate for all missions will be at the latest hourly rates listed in Attachment 1.
- b. **Required Documentation – Maintenance reimbursement:** All information should be provided on WMIRS e108 as to the type of aircraft, hours flown tail number of aircraft and whether the aircraft is member or corporate owned.
- c. **Rate – Aircraft fuel:** Rate will be actual cost of aircraft fuel.
- d. **Required Documentation – Aircraft fuel:** Legible receipts are required for all aircraft fuel purchased. In cases where computer or register generated receipts are not available due to power outages, hand written receipts from the vendor with some sort of vendor identification are acceptable. Please indicate date, **tail number, gallons, price per gallon, and total purchase amount** on receipt.

OTHER EXPENSES:

- a. Allowable expenses for emergency missions include: airfare to and from the mission area with prior approval from the NOC; vehicle fuel to, from, and during the mission; aeronautical maps; ramp fees; and other such expenses as deemed *necessary to carry out the mission*. Expenditures of a single item exceeding \$500 must be approved in advance by the NOC.
- b. Communication expenses for personal cell phone usage will be reimbursed only when expenses exceed allowable minutes in the individual's contract. Copies of cell phone bills with line items highlighted are required for reimbursement.