

**NEW YORK WING FINANCE  
PROCEDURE 13-1  
2 February 2016**

**Finance**

**WING TRAVEL REIMBURSEMENT POLICY**

This prescribes the procedures for member travel as follows:

1. When travel is required for wing business, a New York Wing Travel Authorization request (attached) must be submitted to the Wing Chief of Staff and Commander for approval prior to travel. This request will include dates, business purpose of travel, members traveling and estimated cost. Upon approval, a copy of the signed Travel Authorization will be returned to the member.
2. Within 30 days of returning from travel, the member will complete the Reimbursement portion of the previously approved Travel Authorization and forward to the wing's finance administrator. The member will include all receipts onto separate pages and attach to the Travel Authorization. Scanning and electronic submission is approved.
3. Travel expenses will be limited to actual fuel costs, road tolls, lodging, and parking. All costs will be reasonable and should be approved as stated in paragraph 1 prior to travel. Meal expenses are not typically reimbursed.
4. Routine travel to wing headquarters will not be reimbursed unless prior approval is obtained.
5. Mission related travel reimbursement may be pre-authorized by the Director (or Assistant Director) of Operations and/or Director of Emergency Services.
6. Request for advance funds made be made using NYWF 137A. Complete justification must be included when requesting advance funds.

**New York Wing CAP  
Staff Travel Authorization Request**

Complete all sections and email through your chain of command at least 14 business days prior to departure. Completed forms will be sent to the NY Wing Commander and Chief of Staff.

Name and Grade:		Date:	
CAP ID:		Assignment:	
Travel location:		Registration Cost:	
Total number days of trip (include travel days):			
Departure date:			
Departing from:			
Method of travel:		Estimated Travel Cost:	
<a href="#">Click here</a> or enter link (http://www.gsa.gov/portal/category/100120) for GSA per diem rates for destination.			
Enter rate for lodging:\$107.00		Enter rate for meals:\$59.00	
Name of lodging:		Number of nights of lodging:	
Point of contact:		Phone number:	
Purpose and justification:			
Chief of Staff Approval:		Date:	
Finance Officer Approval:		Are funds available? Yes <input type="checkbox"/> No <input type="checkbox"/>	Account:
Finance Committee Approval:		Date:	
Wing Commander Approval		Date:	
Please attach itinerary and any other pertinent documents			