

1 October 2000

Finance

EXPENSE REIMBURSEMENT

This policy sets forth the procedure and process by which expenses are reimbursed by PCR staff members.

1. Process

a. Staff members will be reimbursed for attendance at Commander's Calls, Wing Conferences or other activities as provided in the budget approved for their respective Directorate.

b. Use Pacific Region Form (PCRF) 173 to claim expenses. Each form *must* be approved by the respective DCS or Director. DCS's and Directors must have their PCRF's 173 approved by a member of the command section (CC/CV/CS/CSA). Attach receipts (original or photocopy) for documentation. *Reimbursement claims must be submitted within 30 days of the completion of an activity. Claims not submitted within the 30-day window will NOT be considered without the express approval of a member of the Command Section.*

c. Properly completed and signed forms (complete with all supporting documentation) may be submitted directly to the Director of Finance (FM) for reimbursement. Improperly documented Forms 173 will be rejected.

2. Guidelines

a. **General.** Per the guidelines established in Policy Letter #4, each Deputy Chief of Staff or Director will be responsible for managing his/her budget.

b. **Telephone.**

1). All long distance calls made for official Pacific Region business should be made from your home phone (when possible).

2). Region phone cards should only be used when away from the individual's residence.

3). Official CAP calls made from other than your place of residence, and you have not been issued a calling card, will be reimbursed pending approval of the respective staff directorate.

4). A PCR Form 173 together with a copy of your home phone bill annotating official CAP phone calls should be submitted for reimbursement.

5). Now that the toll-free number (1-866-789-4071)-is in place for the Eugene HQ office, no reimbursement for phone calls made to PCR HQ will be approved. effective with the publishing of this policy letter.

c. **Airline Travel.** Reservations will normally be made and paid for by the individual, then reimbursed per the established policy. Prior approval by the Director concerned is required and must be within the established budgetary guidelines.

d. **Corporate Aircraft Travel.** Reimbursement will be considered on a case-by-case basis and should normally be approved in advance.

e. **Lodging.** Reimbursed on the basis of two per room, where such arrangements are possible.

f. **Rental Cars.** Reimbursed only if the host wing is unable to arrange adequate transportation. PCR corporate vehicles should be used whenever practical.

g. **Personal Vehicles.** The actual expense of travel to and from functions, which do not involve air transportation, will normally be reimbursed.

h. **Meal costs.** These will normally not be reimbursed.

i. **National Committees.** Members of such committees will normally be reimbursed for one meeting of their choice, per calendar year.