



## NEW YORK WING FINANCE PROCEDURE 12-6

1 JANUARY 2012

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 Form 85 must be submitted to the Wing 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 Form 85 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 Form 85 and forward to the wing's finance administrator. The member will tape all receipts onto separate pages and attach to the Form 85.
3. Travel expenses will be limited to actual fuel costs, 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.
5. Mission related travel reimbursement may be pre-authorized by the Director of Operations.