

**U.S COAST GUARD AUXILIARY
DISTRICT 13**

EFFECTIVE: 16 June 2006

DISTRICT COMMODORE INSTRUCTION I-06003

SUBJECT: AUXILIARY TRAVEL AND EXPENSE REIMBURSEMENT POLICY

1. PURPOSE. This Instruction sets forth 13th C.G. District Auxiliary (District) Policy and procedure for authorizing Auxiliarist travel on District Auxiliary orders and reimbursing Auxiliarists for expenses incurred in connection with such travel.

2. DIRECTIVES AFFECTED. Supersedes COMDRINST I-02003

3. DISCUSSION. The District provides in its annual budget, funds to cover travel expenses of certain Auxiliarists including elected and appointed Auxiliary Officers who have been authorized to travel on District Auxiliary business by task-specific District Auxiliary Orders. The purpose of such ordered travel and related reimbursement is to accomplish the District's business and to minimize the expense to individual Auxiliarists who undertake such ordered travel. The reimbursement by the District for ordered travel **is not intended to cover all of the expenses of the traveler**. The reimbursement is to provide a reasonable amount to defray travel expenses so as not to unduly burden an Auxiliarist in the performance of his/her duties or limit participation of individual Auxiliarist in elected or appointed officer positions because of personal expense exposure.

4. ACTION.

4.1 Authorized Travelers:

District Commodore (DCO), District Vice Commodore (VCO), District Rear Commodores (RCO's), Immediate Past District Commodore (IPDCO), District Directorate Commodores, District Staff and Assistant District Staff Officers (DSOs & ADSOs), District Project Officers and other Auxiliarists may be authorized to travel on District Auxiliary orders from time to time by the DCO or the VCO.

4.2 Officers Authorized to Issue Travel Orders:

DCO All travel orders under any District Travel Account. VCO-All travel orders under VCO, and DSO Travel Accounts. RCO travel orders under their RCO Area account.

4.3 Officers Authorized to Approve Travel Expense Reimbursement Claims for payment:

DCO or VCO- Any claims against any District Travel account. All travel expense reimbursement claims must be approved for payment by either the DCO or VCO.

NOTE: TRAVELERS WILL SUBMIT THEIR TRAVEL EXPENSE CLAIMS FOR APPROVAL TO THE OFFICER WHO AUTHORIZED THE TRAVEL (RCO'S TO DCO, DSO's to VCO).

4.4 Travel orders for visits to the traveler's home Division or Flotilla within 50 miles of the travelers' residence will not be reimbursed for local mileage unless, in the opinion of the issuing officer, the ordered duty would require the traveler to be traveling to his/her residence after 2300 hours, in which case overnight lodging and per diem for M&IE may be authorized and will be so stated on the orders.

4.5 Travel Orders will be issued on 13CGDAUX FORM 100 (09/00), Exhibit I.

5. BASIS OF TRAVEL EXPENSE REIMBURSEMENT

5.1 Travel via Private Auto-Odometer Miles at the rate in effect with the Internal Revenue Service on the date of the travel per mile or actual cost of fuel per receipts submitted, whichever is greater. The reimbursement rate will be indicated on the orders. Receipts are required for expenses other than mileage.

5.2 Travel via Commercial Air-Coach Air Fare actually incurred for direct flight plus actual cost of reasonable transfer to/from airport, necessary airport parking, baggage handling, etc. The most advantageous fares should be obtained when possible. The use of Auxiliary air should be considered. Receipts are required for parking, air fare, taxi fare and any other item over \$25.00.

5.3 Meal and incidental Expense (M&IE) when authorized-per diem based on a daily rate of **\$35.00** per day. Full days of Auxiliary business will be reimbursed at the rate of **\$35.00**. Travel days will be at a rate of 75% of **\$35.00**. No receipts are required.

5.4 Lodging-Actual expense incurred up to a maximum of USCG/CONUS allowed amount per day for the location of the lodging.

5.5 Other-State nature of item, reason for expense and amount. Receipts are required for over \$25.00.

5.6 Travel Insurance Expense-Not Allowed.

5.7 Travelers are expected to take the most direct routes proceeding directly to and from home base and the travel destination. Personal business, vacation, etc. expenses taken during a period when on District Auxiliary Orders are to be excluded from travel expense reimbursement claims, regardless of the period of personal business shown.

5.8 Travelers are to submit travel expense reimbursement claims for payment within 30 days of completion of the authorized travel.

5.9 Return unused orders to the issuing/authorizing officer as soon as travel is canceled.

5.10 Instead of the above formula, as in paragraph 5.1, Commodore may allow a flat amount to complete a specific mission.

6. TRAVEL ORDER ACCOUNTABILITY.

DCOINST I-06003

6.1 Each travel order issued shall have a "TONO" number serially as follows: "(Tvl Acct. Name)-(yr)-(s/n)" Examples: "DSO-06-003", "DCO-06-021". etc.

7. REPORTS. None

8. AUTHORIZED BY. District EXCOM

APPROVED BY

Fred D. Bell

Fred D Bell

District Commodore

Distribution: District 13 Board
District 13 Staff
Flotilla Commanders