HEADQUARTERS NEBRASKA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1635 Airport Drive
Jackson, MS 39209

(402) 882-5227

NEWG F173-16 TRAVEL AUTHORIZATION

All overnight travel where lodging is covered or subsidized with CAP funds must be approved.

Unit commander may authorize in-state travel up to $500.

Any expenses over $500 and out-of-state travel must be approved by wing commander.

All expenses over $1,500 must be endorsed by the finance committee.

Form should be submitted 7 days in advance when possible. If not submitted in time for approval, travel may be denied.

RECEIPTS MUST BE SUBMITTED WITHIN 7 DAYS OF TRAVEL COMPLETION

Unit Name and Charter Number		EMail Address		CAPID
Name (Last, First MI)	Member Type	Grade	Best Contact Number	
Home Address		City	State	Zip Code
Visiting Location	Anticipated Departure Date	Anticipated Return Date		Number of Days

Reason for Trip	Financial Summary			
		Est. Expense	Approved Expense	Final Expense
	Conference Fee			
	Airfare			
	Lodging Cost			
	Car/Taxi/Rideshare			
	Parking			
	Meals			
	Other			
If this is part of an annual budget, specify which budge	Other			
	Total			

Signature of Requestor	Date	Comments

Squadron Commander Signature (Below $500)	Date	Comments
[ ] Recommend Approved		
[ ] Disapproved		

Wing Commander Signature	Date	Comments
[ ] Approved		
[ ] Disapproved		

Finance Committee Approval for Expenses over $1,500	Date	Comments
[ ] Approved		
[ ] Disapproved		