

Policy for D1NR Auxiliary Travel Reimbursement

This is intended for reimbursement of out-of-pocket expenses for authorized travel to accomplish Auxiliary missions outside of the normal unit operating Area of Responsibility not covered by Coast Guard Reimbursable Orders. This would normally include fuel, tolls, parking, meals, and lodging if one way mileage exceeds 110 miles and overnight stays are required.

Request will be reviewed by Department Chief's for approval. Prior authorization will be required for any reimbursement before travel starts.

Reimbursement will be submitted using [First District Northern Region Claim Form D1NR AUX-1](#) available on the District web site. Zip codes are required for proper reimbursement.

Claims and receipts along with a copy of the authorization (e-mail) will be mailed to District Chief of Staff for review and forwarding to District Finance Officer for payment.

Receipts are required for ALL claimed items. The easiest way to get correct fuel expense is to start with a full tank, then fill the tank at the end of mission.

Per Diem rates for AOR's are available at www.gsa.gov/portal/category/21287 enter the zip code to obtain the proper rate for your AOR

Meals totals may not exceed the Coast Guard per diem for the AOR. Alcoholic beverages will not be reimbursed.

Lodging expense is reimbursed at no more than per diem rate for the AOR.

Approved:

May 3, 2011 Dennis DeGabriele, DCOS

May 10, 2011 Paul Smith-Valley, DCO

May 17, 2011 D1NR EXCOM

May 20, 2011 D1NR Board