



RON Guidelines and Procedures for Training Exercises

Background

RON (Remain OverNight – i.e. lodging) is normally not authorized for training exercises. However, it is sometimes approved for larger scale activities (such as the CAP-USAF evaluation) for a limited number of participants. Since these dollars directly reduce the funding available for training the use of RON is limited and requires specific approval.

This operational management procedure applies only to RON on training activities (such as A5 and A7 missions). It does not apply to actual missions (such as A1 and A3 missions). (Further information on reimbursement for overnight stays can be found in CAPR 173-4 Para 1-a-(4).)

Procedures

To allow our limited overnight funding to go as far as possible, the following procedures apply:

1. All overnight stays must be preauthorized in writing by the California Wing DO, DOR, or activity IC (or designee). The authorization shall specify the number of nights authorized. The total number of nights shall not exceed the number of nights authorized in the ops plan.
2. Reimbursement is based upon double occupancy
 - a. If a member authorized for overnight stay chooses to stay in a room by him/herself, they will be reimbursed 50% of the authorized room rate. The member should write “Single – 50% reimbursement” on the hotel receipt before uploading it to WMIRS.
 - b. If two members authorized for overnight stay choose to share a room, each will be reimbursed 50% of the authorized room rate. Each member should write “Shared with (name of roommate) – 50% reimbursement” on their hotel receipt before uploading it to WMIRS.
 - i. If the bill is paid by and reimbursed to one occupant of a shared room, that member should write “Shared with (name of roommate) – paid by (name) – 100% reimbursement” on the hotel receipt before uploading it to WMIRS.
 - c. If the member fails to provide the required information on the receipt the reimbursement request may be rejected, and if paid will be reimbursed a maximum of 50% of the room rate.
3. Taxes will not be reimbursed. The member should submit the CAP Form ST-129 (Sales Tax Exemption Certificate) to the hotel for tax exemption
4. The IC/Project Officer should advise members authorized for overnight stays of recommended lodging in the area, and specify a target rate to be paid. Members shall make their best effort to stay at or below the target rate.
 - a. The absolute maximum rate is the GSA specified rate for the area. Reimbursement will not exceed that amount. (The GSA specified rate can be found at <http://www.gsa.gov/portal/category/21287>)
5. No per diem will be paid for food or other expenses (only lodging is authorized).
6. When entering the request for training mission into WMIRS, the Project Officer should determine the target number of room nights desired (X) based upon the mission needs and budget. (Remember that these dollars reduce the amount of training money available)

- a. Since WMIRS does not support double occupancy reimbursement, the Project Officer shall divide the target number of room nights by two (X/2), round up to the nearest whole number, and enter the resulting number in the “Estimated Lodging Mandays” field. (This will result in the appropriate dollar request)
 - b. The Project Officer shall include the following in the Mission Description: “X room nights are requested for this exercise. Since CAWG only reimburses for double occupancy, only X/2 room nights have been entered into the Lodging field. This will result in the correct budget allocation. Following commencement of the exercise, the NOC will be requested to increase the number of lodging nights authorized to X(with no increase in budget) to allow authorized members to submit reimbursement requests against this mission”.
7. The IC shall submit to CAWG HQ (Attn: Wing Administrator) a listing of members authorized for overnight lodging and how many nights were authorized for each. (If possible, this listing should also include information on whether each individual shared a room [and if so, with whom], as well as the actual rate paid. This will normally be the responsibility of the Finance/Admin Section Chief [FASC] to collect and provide to the IC.) This listing will be sent no later than 2 days after the activity.
 8. The member requesting reimbursement is responsible for going into WMIRS, uploading their properly documented lodging receipt (and other receipts such as fuel, oil etc.), and generating the e108 requesting reimbursement. This should be done as soon as possible after the mission, but in no case more than 15 days following the mission.
 9. Exceptions to these procedures require the approval of the California Wing Director of Operations (DO) or Director of Operational Readiness (DOR).