



Commanding Officer  
Headquarters Support Command

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HQINST 1710.6D

HEADQUARTERS INSTRUCTION 1710.6D

Subj: HEADQUARTERS MORALE FUND TICKET REIMBURSEMENT PROGRAM

1. PURPOSE. This Instruction explains the Headquarters Morale Fund Ticket Reimbursement Program.
2. ACTION. Assistant Commandants for Directorates, Chief Counsel, and special staff offices at Headquarters, and Commanding Officers of the Headquarters Support Command, Intelligence Coordination Center, Marine Safety Center; Commanders of the Coast Guard Personnel Command shall ensure their active duty personnel are aware of this Instruction.
3. DIRECTIVE AFFECTED. HQINST 1710.6C is cancelled.
4. BACKGROUND. The Coast Guard Headquarters Morale Committee has established the Ticket Reimbursement Program as one of its morale activities. This program supports active duty members, their dependents, and guests by offering a partial rebate on tickets to recreational, entertainment, and cultural activities.
5. DEFINITION.
  - a. Authorized Beneficiaries.
    - (1) All active duty military personnel attached to Coast Guard Headquarters are eligible to participate in this program.
    - (2) Reimbursement may be claimed for tickets purchased by members for their personal use or the use of their dependents or guests.

HQINST 1710.6D  
DISTRIBUTION – SDL No.

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NON-STANDARD DISTRIBUTION:

b. Event. An event is defined as any form of recreation, entertainment, or cultural pursuit including but not limited to stage and screen productions, concerts, athletic and sports events, or boat, home, and auto shows. Recreational activities include but are not limited to canoe and boat rental fees, court fees, campground fees, national park entry fees, ski lift tickets, etc. The price actually paid for tickets is used to determine the reimbursement amount. No reimbursement will be made for the cost of obtaining tickets (e.g. Ticketron handling fees), parking, or for events more than 250 miles from Washington DC. The ticket reimbursement coordinator or their designated representative will evaluate specific events not outlined in this Instruction. The following expenditures WILL NOT be reimbursed:

- (1) Licenses for boats, boat trailers, campers, etc.;
- (2) Purchase of equipment, clothing, food, supplies, etc.;
- (3) Programs or tickets directly subsidized by any other MWR program;
- (4) Free or the reduced portion of the price of tickets;
- (5) Surcharges or fees for purchasing tickets, i.e. Ticketron, Teletron, etc.;
- (6) Parking fees;
- (7) Airline tickets;
- (8) Hotel/motel/lodging accommodations; and
- (9) Meals.

c. Funding. The Morale Committee will determine annual and quarterly funding levels of the ticket reimbursement program in each year's budget. Miscellaneous expenses incurred by the ticket reimbursement program will be funded by the Headquarters general morale fund.

## 6. PROCEDURE.

- a. Requests must be submitted on Form CGHQ-1710/4 "Request For Ticket Reimbursement" no later than the 10<sup>th</sup> day following the end of the MWR fiscal year quarter in which the event occurred. The MWR fiscal year begins on February 1<sup>st</sup> and ends January 31<sup>st</sup> each year. Within this fiscal year, the MWR quarters end on April 30<sup>th</sup>/July 31<sup>st</sup>/Oct 31<sup>st</sup>/Jan 31<sup>st</sup> respectively. No exceptions to this rule will be allowed. For example, if you attend a baseball game in April, you must submit your ticket stub/receipt by May 10<sup>th</sup> (the 10<sup>th</sup> day after the first quarter of the MWR fiscal year ended). All events you, your family, or guests of yours attend during that quarter are eligible for reimbursement. You may not carry over any tickets to subsequent quarters for future reimbursement. Also, reimbursement for an event will be made only once, and resubmission of ticket stubs or receipts is not authorized. You may include more than one event per submission form. Each event MUST have tickets or a payment receipt attached with the submission form. No exceptions will be made to this rule.
- b. You should only submit the number of requests per quarter that will total up to the maximum amount you can be reimbursed for the quarter. The calculation of reimbursement rates is described in enclosure (1) to this Instruction.

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- c. Reimbursement checks will be ready for pick-up in the morale ticket office (room B710 – main corridor) approximately 30 days after each MWR fiscal quarter. Checks will be held for an additional 30 days. Uncollected checks will be returned to the ticket reimbursement account and will be used for future ticket reimbursement claims. At no time will the ticket reimbursement fund exceed 150 percent of the quarterly budget established by the morale committee. Funds in excess of 150 percent will be returned to the general morale fund.
  - d. The ticket reimbursement coordinator, chosen by the morale committee chair, will have final approval authority and will conduct this program in such a manner as to ensure an equitable distribution of morale funds allocated to this program. It will be the ticket reimbursement coordinator's responsibility to ensure that no member receives more than 80% or \$5.00 per ticket (which ever is less) and does not exceed the maximum reimbursement of \$25.00 per member per quarter. The "Request for Ticket Reimbursement" and associated receipt/ticket will be retained for one year after refunds have been processed.
7. FORM AVAILABILITY. Form CGHQ-1710/4, Request for Ticket Reimbursement, may be obtained from the Ticket Sales / Ticket Reimbursement window.

G. D. POWERS

Encl: (1) Calculation of Ticket Reimbursement Claims  
(2) CGHQ-1710/4, Request for Ticket Reimbursement

CALCULATION OF TICKET REIMBURSEMENT CLAIMS

The amount of reimbursement will depend on funds available and the number of submissions made each quarter. Reimbursements will not exceed 80% of each ticket's value and will be rounded to the nearest \$.10. Maximum reimbursement is \$5.00 per ticket or \$25.00 per submission whichever is less.

Example: YN1 McNabb, married with two children, submitted a "Request for Ticket Reimbursement" for 5 tickets – YN1 had taken his mother along with his family to this particular event (3 at \$12.50 each and 2 at \$7.50 each; total reimbursement request equaled \$52.50). At 80% reimbursement maximum or \$5/ticket whichever is less, YN1 McNabb is entitled to:

| <u>Actual Expenditure</u>     | <u>Reimbursed Amount</u>    |
|-------------------------------|-----------------------------|
| \$12.50 x3 = \$37.50          | \$5.00 x 3 = \$15.00        |
| \$ 5.50 x2 = \$11.00          | \$4.40 x 2 = \$ 8.80        |
|                               | (this is 80% of (\$5.50x2)) |
| Total reimbursement = \$23.80 |                             |

At the close of each quarter, claims received will be totaled. If the funding level budgeted by the Morale Committee exceeds claims, excess funds will remain in the ticket reimbursement account for future quarters. In the event the ticket reimbursement account balance exceeds 150 percent of the quarterly budget, the funds in excess of 150 percent will be returned to the general morale fund. If total claims exceed the funds available for ticket reimbursement, a ratio of available funds to claimed reimbursement will be used as a multiplier for all claims.

Example: The ticket reimbursement account has a balance of \$1000.00 for the first quarter (Feb-Apr) of the MWR fiscal year and YN1 McNabb submits the claim cited above.

-If ticket reimbursement claims at the end of the quarter total \$700.00, YN1 McNabb will receive the \$23.80 computed above. The \$300.00 excess funding would remain in the ticket reimbursement account.

-If ticket reimbursement claims at the end of the quarter total \$1200.00, YN1 McNabb will receive \$19.75 instead of \$23.80. ( $\$1000/\$1200$  (amount available / amount claimed) yields a multiplier of .83 to be used against all claims. ( $\$23.80 \times .83 = \$19.75$ ))