AK WING SUPPLEMENT 1

CAP REGULATION 173-1

13 August 2026

APPROVED/J. MISTICH/FM

Finance

FINANCIAL PROCEDURES AND ACCOUNTING

CAP Regulation 173-1, dated 15 November 2012 includes ICL 17-02, dated 15 March 2017 is supplemented as follows:

Paragraph 6.i.1. Added: Supporting documentation for expenditures will be accompanied by Form 9W *Request for Payment from Wing* or Form 9S *Request for Payment from Subordinate Unit*.

Paragraph 10.r.1. Added: Units making deposits will utilize AKWG Form 8S *Deposit Advice Squadron* or Form 8W *Deposit Advice Wing*.

Paragraph 24.1.1 Added. AKWG Form 11 Travel Expense Report and AKWG Form 10 Travel Authorization are required to document travel and obtain reimbursement. The travel expense or travel authorization form should be filed within 10 days after the completion of travel. Only reasonable wing-related expenses may be reimbursed. All required receipts for reimbursed expenses should be attached to the travel expense form and members of the Finance Committee must authorize the reimbursement either electronically or by signature.

Paragraph 24.1.2 Added. Reimbursement may be allowed if the member is unexpectedly delayed in completing travel as originally planned, i.e. – extension of mission requirement, environmental factors such as weather, earthquake, etc. Approval must be made prior to purchases. The Alaska Wing Commander or Vice-Commander must make approval.

Paragraph 24.1.3 Added. When a Wing aircraft cannot be used for necessary air travel, all airline reservations and tickets will be made on the member's personal credit card or a Wing credit card. Non-refundable, cheapest tickets are to be used for the ticketed flight. In the event the member's itinerary changes prior to departure and a change fee is charged, the wing will reimburse the change fee on Wing Commander or Vice-Commander's approval.

Paragraph 24.1.4 Added. Flights should be booked as far in advance as possible to obtain advanced purchase prices on tickets.

Paragraph 24.1.5 Added. Members are encouraged to economize on airport parking where practicable. Cost saving measures should include parking in longer-term lots for trips. All parking expenditures should be itemized on AKWG Form 11 *Travel Expense Report*, and receipts should be attached.

Paragraph 24.1.6 Added. When making reservations, members should accept the lowest fare in the marketplace (with a reasonable schedule) without regard to the airline providing the service. For the purpose of obtaining the best fare possible, the member should be flexible regarding flight times. Every attempt should be made to take advantage of reduced rates. However, since a member's time has value,

inconvenient schedules including lengthy delays/layovers, “red eye” flights, and extremely early / late flights will not be mandatory.

Paragraph 24.1.7 Added. Coach class (or lowest available) should be used by all members. Alaska Wing is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA); members flying with documented medical reasons (on file at Wing HQ’s) for extra leg room may request an upgrade. Prior approval is required from the Wing Commander or Vice-Commander.

Paragraph 24.1.8 Added. Unused non-refundable tickets are to be applied for future tickets. Members are reminded of their responsibility to reschedule non-refundable tickets in order not to lose the value of the scheduled airfare when a trip is cancelled.

Paragraph 24.1.9 Added. Members are encouraged to rely on lowest cost local transportation, such as hotel courtesy vans, CAP owned vehicles, metro / subways, shuttles, or taxis for transportation during wing-related travel. If a rental car is required, members will select the lowest cost rental vehicles that meet purpose requirements. Members should retain receipts for this along with any fuel purchased for the rented vehicle. Luxury sized sedans are not allowed without prior approval from the Wing Commander or finance committee. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailable reserved models.

Paragraph 24.1.10. Added. The wing may reimburse fuel for members or employees who use personal vehicles for travel. Tolls and parking charges may also be reimbursed for both personal and rented vehicles. Members are responsible for all other expenses incurred while driving their personal vehicles, including moving traffic violations and parking tickets.

Paragraph 24.1.11. Added. Reasonable charges for telephone, fax, internet use, and copies made for wing-related purposes will be reimbursed. Receipts for those charges must be attached unless included in the hotel statement.

Paragraph 24.1.12 Added. Ordinary personal laundry expenses are the responsibility of the traveling member. Under certain circumstances (i.e., an accident renders a uniform unfit for wear) laundry / dry cleaning may be reimbursed. A written explanation must be included with the reimbursement request.

Paragraph 24.1.13 Added. Reasonable charges for registration fees may be reimbursed including late fees if unavoidable.

DERK MACPHERSON, Col, CAP
Commander

ATTACHMENT 1

Compliance Elements

There are no compliance elements with this supplement.