



AZ WING SUPPLEMENT 1

CAP REGULATION 173-1

3 April 2023

APPROVED/J.MISTICH/CAP/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 24. a. Added. Non-official travel by Arizona Wing (AZWG) CAP members is at the member's expense, it is not reimbursable by AZWG. Non-official travel includes transportation to and from CAP meetings, similar activities, and is always at the risk of the individual CAP members and their passengers.

Paragraph 24. b. Added. Official travel may be authorized and funded by AZWG, SWR, CAP NHQ, USAF, or another Wing, Region, or Agency.

Paragraph 24. b. (1). Added. Funded travel for AZWG members, reimbursed directly by any agency aside from AZWG, must have approval of the AZWG/CC and the agency requesting the travel. This travel will comply with all CAP regulations and applicable travel policies and procedures of agencies providing funding for the travel.

Paragraph 24. b. (2). Added. AZWG funded travel applies to AZWG member travel in support of AZWG missions.

Paragraph 24. b. (3). Added. Members shall provide unimpeachable stewardship of the public funds available for our use as reimbursement of travel expenses.

Paragraph 24. b. (4). Added. The member shall make every reasonable effort to make the most economical travel choices available, in every instance of expense.

Paragraph 24. c. Added. Member reimbursement for travel requires specific approval by the AZWG/CC, who will ensure that funds are available for this purpose. Request must be made by email at least one week in advance to AZWG Commander, copy to unit commander, AZWG Finance, and AZWG Chief of Staff, with the following information. Keep the authorization for filing at completion of travel.

Paragraph 24. c. (1). Added. Who – Provide the Grade, Last name, First name, CAPID of all members who are traveling. Must be exact same itinerary. If a different itinerary send separate email messages.

Paragraph 24. c. (2). Added. Why – Designated Purpose.

Paragraph 24. c. (3). Added. Where – Location Full Name (Not Airport Code).

Paragraph 24. c. (4). Added. When – Date(s) of travel, one way or round trip.

Paragraph 24. c. (5). Added. Expenses – Estimated cost of each member's ticket for travel AND estimated total cost of other "Reimbursable travel expenses". See paragraph 24. d and 24. e for details.

Paragraph 24. d. Added. Reimbursable travel expenses include airfare, vehicle fuel, rental car, parking fees, taxi and similar ground travel, meals, lodging, and etc.

Paragraph 24. e. Added. Non-reimbursable travel expenses include per diem, alcohol and tobacco expenses, medication and medical care expenses, and incidental expenses.

Paragraph 24. f. Added. Member must submit for travel reimbursement within 10 days of return home from the travel. The member needs to provide as much detail as possible when filing receipts, to ensure adequate understanding of type and amount of expenses.

Paragraph 24. f. (1) Added. Member shall itemize all expenses on the Arizona Wing Form 9 (Disbursement Request) and shall submit it along with AZWG/CC approval email (see Paragraph 24. c), and legible copies of all receipts, to the AZWG eWing "PAYER" utility.

Paragraph 24. f. (2) Added. AZWG Finance Officer will set action on PAYER item to pending until next AZWG Finance Committee Meeting. The AZWG Finance Officer must immediately notify the member of incomplete or erroneous member expense PAYER submittals, for member correction or detailed explanation. AZWG Finance Officer should include corrected and resubmitted reimbursement request at next the regularly scheduled Wing Finance meeting.

Paragraph 24. f. (3) Added. The AZWG Finance Committee, together with the AZWG/CC, /CV, /CS and /FM, will ensure that all approved reimbursement funds are expedited for member payment.



ROBERT C. PINCKARD, Colonel. CAP
Commander

ATTACHMENT 1

COMPLIANCE ELEMENTS

There are no compliance elements with this supplement.