



GEORGIA WING SUPPLEMENT 1

CAP REGULATION 173-1

19 February 2026

APPROVED /DOUG DUTTON/CAP/FM

Finance

FINANCIAL PROCEDURES AND ACCOUNTING

CAP Regulation 173-1, dated 15 November 2012, is supplemented as follows:

6.m. Whenever possible, it is expected that HQ staff use a wing-issued credit card or have payment made directly to the final payee (via check request) in lieu of requesting advancement of funds.

9.b. Wing Finance Committee meetings may be conducted via teleconference or electronically via video conference. If members are not available to meet in person, a meeting may be conducted via email, and all correspondence will be uploaded to DocuSign for approval and then uploaded to SmartVault.

14. For aircraft maintenance payments, Georgia Wing will collect for member funded flying through the online Verosa System. Pilots will be billed monthly for charges incurred in the previous month. In the event a pilot fails to submit their payment within 60 days, the Wing Commander may suspend that members flying privileges until payment has been made.

17.a. Unit deposits are to be recorded on *GAWGF 9-04 Deposit Advice for Units Below Wing Level* with all deposited checks individually listed, and a copy of the deposit receipts. The form must include the full name of the member making the deposit and must be emailed to the Wing Bookkeeper within 7 days of the deposit for posting to unit cash account.

17.b. Added. If the Unit elects to use Registration Zone (RZ) to collect squadron dues via PayPal, the Deposit Advice Form is not required. The Wing Bookkeeper will download the *PayPal Transaction Report* for posting and transferring the PayPal funds to the Unit bank account after the event closes in RZ, and it will be posted to the Unit cash account upon Wing Finance Committee Approval.

17.c. Units below Wing Level may request advanced funds to reduce the financial burden on members provided all requirements for advances are met. Advance funds will be requested on the *GAWGF 9-06 Request for Advanced Funds* and emailed to the Wing Bookkeeper for payment processing.

17.d. Once the funds from the Advanced Funds Request have been expended, the member will email the *CAPF 9-07 Advance Close Out Reconciliation Form* and all receipts to the Wing Bookkeeper. If money is due to the member, include a *GAWG F9-05 Unit Check Request Form*. If funds are left over from the advance, make the deposit, and include a *GAWG F9-05 Unit Deposit Advice Form* and bank receipt with the *GAWG F9-07 Close Out Reconciliation Form*.

18. All Unit requests for reimbursement or payments will be made on the *GAWG F9-05 Unit Check Request Form* signed by an authorized approver. If the amount requested is more than \$500.00, a copy of the Finance Committee Meeting Minutes approved by the majority of the members must be included with the documents and emailed to the Wing Bookkeeper for payment processing.

20.a. Credit cards and credit accounts for units below wing level are not authorized per the Wing Commander.

20.b. Members who have charges on their corporate credit card must complete a *GAWG F9-01 Credit Card Certification* and email the form and all receipts to the Wing Bookkeeper within 7 days from the credit card statement date.

24.a. When travel is required for Wing business, a *GAWG F9-08 Travel Authorization* will be submitted to the Director for that Department for approval. Once approved it should be sent back to the requester. After the trip, and within 7 days, submit approved form along with credit card receipts; or, if reimbursement is needed, complete a *GAWG F9-05A Wing Check Request*, then email the form, with the detailed expense receipts, to the Wing Bookkeeper for payment processing.

24.b. Use of corporate aircraft and/or corporate vehicles (COV) is the preferred mode of transportation. However, use of commercial aircraft and/or personally owned vehicles (POV) may be used if corporate assets are unavailable or their use is not feasible.

24.c. If a member uses a POV, the reimbursable costs include fuel, parking, and toll fees. Members are responsible for all other costs, including traffic and parking violations, repairs, and damage or loss to vehicle.

24.d. The following expenses are eligible for travel reimbursement: lodging and associated taxes; the most economical commercial airline fares; car rental and fuel; taxi or shuttle services used in conjunction with air travel; hotel and airport parking; road and bridge tolls; conference registration and banquet fees (for command staff only); other business-related hotel charges; reasonable meal expenses; and any additional costs specifically approved in advance on the *GAWG F9-08 Travel Authorization* by the Director of that Department, or the Chief of Staff for the Command Staff, at least two weeks before the expense is incurred.

24.e. In rare cases, receipts for certain expenses such as road tolls and bus fares may not be available. If this occurs, a handwritten statement of the purchase may be submitted, but no guarantee of reimbursement can be provided.

24.f. Alcoholic beverages shall not be reimbursed, nor shall a wing credit card be used for their purchase.

MICHAEL L. WILLIS, Col, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no compliance elements to this supplement