



NEW JERSEY WING SUPPLEMENT 1

CAP REGULATION 173-1

30 October 2025

APPROVED/T. MARTIN/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURES

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

6. i. Supporting documentation for expenses should include: the total amount spent, a description of each item purchased, amount spent for each line item, date, the vendor's name, and physical or web address. The best practice is to annotate the receipt with the purpose of the expense and if for an activity, list of participants. For example, *"5 pizzas for STEM activity lunch with 15 cadets and 6 seniors"*.

9. c. (1). Finance committee members listed on a unit's CAPF 172 must also be assigned to the finance committee in the eServices Duty Assignment module. All CAPFs 172 will be signed electronically using DocuSign. Other signature methods including pen and ink signatures will not be accepted.

20. b. The NJ Wing Commander does not authorize credit cards for units below wing level.

20. d. Any credit card that is lost or stolen must be reported immediately to the Wing Bookkeeper who will notify the credit card issuer, Wing Commander, and Wing Director of Finance.

20. e. Added. NHQ issued EFS Air credit cards are assigned to specific aircraft and shall not be used for any other aircraft. FBO's may not keep card numbers 'on file'.

20. e. (1). Added. Aircraft fuel/oil receipts and aircraft logs are emailed to flightlogs@njwg.cap.gov no later than the 7th day of the following month. The Wing Bookkeeper will reconcile CAP/FM EFS Air invoices with WMIRS sorties to ensure e108s and EFS Air draft back notifications are correct.

20. e. (2). Added. Pilots who fly member-funded mission sorties will be assessed at the "Dry" Hourly Reimbursement Rates listed in CAPR 173-3. The Wing Bookkeeper emails invoices to pilots monthly for the prior month's flight time as reported in WMIRS.

20. f. Added. NJ Wing provides Global Fleet credit cards for the purchase of fuel for Corporate Owned Vehicles (COVs) when the NHQ EFS Ground credit cards cannot be used. Individual cards are assigned to specific COVs and may not be used for any other COV. Members with a valid CAP Driver License rating on their CAPF 101 card may use these cards.

20. f. (3). Added. Vehicle fuel receipts and CAPF 132 must be retrieved from vehicles at the end of the month and emailed to: LGT@njwg.cap.gov no later than the 7th day of the following month.

20. f. (4). Added. The Wing Bookkeeper will reconcile Global Fleet and CAP/FM EFS Ground invoices with WMIRS sorties to ensure e108s, EFS Air draft back notifications, and Global Fleet bills are correct.

20. g. Added. The Wing Commander may designate specific individuals, such as project officers or wing staff, to receive CAP Servis1st credit cards to help minimize out-of-pocket expenses for purchases needed to perform their wing duties. Servis1st cards are the preferred method of payment of expenses for these assigned duties. Servis1st cards will not be used for COV fuel, subordinate unit expenses, or personal use.

20. g. (1). Added. CAP/FM assigns the Wing Bookkeeper as manager for the wing's Servis1st account. The WA ensures transactions are documented, reconciled, and approved before the bill is due. The WA maintains card status, assists cardholders as needed, consolidates expense reports with receipts into the wing bill, and posts to DocuSign for review and payment authorization by the wing finance committee.

20. g. (2). Added. Cardholders are responsible for obtaining legible, itemized, and detailed receipts for all purchases in accordance with CAPR 173-1. Cardholders will receive monthly email notifications from Centresuite to log in to their account, review their statement, complete their expense report, and upload their receipts. This should be done within 10 days of receipt of the notification email.

24. a. Added. NJ Wing travel may be undertaken when the benefits of the trip will serve to execute or improve NJ Wing programs and services. Travel should be planned to ensure effective use of time and to minimize expenses. Members on wing travel are official representatives of Civil Air Patrol. Their public behavior must always project an image that is a credit to the organization.

24. b. Added. NJ Wing will reimburse limited travel expenses to individuals who receive region or national level awards and who travel to attend either the region conference or the national conference to receive their award. Region award winners will be reimbursed for documented travel expenses up to \$250.00. National award winners will be reimbursed for documented travel expenses up to \$500.00.

24. c. Added. NJ Wing will reimburse limited travel expenses to individuals who are required to attend specialty track training hosted by NHQ. Examples are the National Legal Officer College and National Safety Officer School. Members who qualify to attend and who graduate from these courses will be reimbursed for documented travel expenses up to \$500.00.

24. d. Added. Upon return from travel, individuals will:

- Complete NJWF 173-T, Travel Expense Report for all expenses. Acceptable expenses include lodging, air transportation, meals not to exceed \$50.00 per person per day, personally owned vehicle fuel, internet access fees if needed for CAP business, parking fees, and tolls.
- Prepare CAPFs 170 for all business meals – meals where CAP business is discussed.
- Submit these forms to wing finance along with detailed receipts to wingbanker@njwg.cap.gov. Only actual member costs, which are documented by detailed receipts, will be reimbursed.

24. e. Added. Travel organized by subordinate units will be self-funded. Command review and approval will be done using the online [Activity and Fundraising Request Online Approval](#) system.

27. Due to the cost of licensing and multiple legal issues in the State of New Jersey and its many local municipalities, the Wing Commander does not authorize raffles in New Jersey Wing at any level.

33. Added. NJ Wing Finance Forms

33. a. Added. All NJ Wing finance forms and documents are stored online in the DragonNET Forms and Publications webpage: <https://sites.google.com/a/njwg.cap.gov/wingforms/>. Members should regularly check this site for the most current versions and destroy all obsolete documents.

33. b. Added. Email is the preferred method to submit finance forms and supporting documentation to wing finance using: wingbanker@njwg.cap.gov.

33. c. Added. These forms allow NJWG/FM to document, process and approve finance transactions and maintain adequate financial records and controls IAW CAPR 173-1.

33. c. (1) Added. NJWF 173-A, *Wing Event Purchase Authorization Form*, is submitted to the event director to preauthorize purchases for wing level events ensuring they are necessary and cost effective.

33. c. (2) Added. NJWF 173-C, *Cash Collection Worksheet*, is submitted with deposit documentation sent to wing finance to document appropriate control of cash received.

33. c. (3) Added. NJWF 173-D, *Deposit Advice Form*, is submitted with supporting documentation to wing finance to ensure that deposited funds are credited to the proper unit's account in QuickBooks.

33. c. (4) Added. NJWF 173-R *Payment Request Form*, is submitted with supporting documentation for DocuSign approval and subsequent processing for bill payments or expense reimbursement requests.

33. c. (5) Added. NJWF 173-T, *Travel Expense Report*, is submitted to wing finance with documentation of travel expenses upon return from travel for reimbursement.

AMY T. MYZIE, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-Up	How to Clear Discrepancy
D4	12c	Are wing forms properly published in a wing supplement?	Verify compliance by ensuring that all forms are noted in a Supplement or OI.	(A-Discrepancy): [xx] (D4 Question 15) Wing failed to properly publish forms IAW CAPR 1-2 para 8.4. NOTE: Use sub-bullets to specify the forms in question	Attach a copy of the revised prescribing directive publication or documentation that the form has been rescinded to the discrepancy in the Discrepancy Tracking System (DTS).