



RHODE ISLAND WING SUPPLEMENT 1

CAP REGULATION 173-1

16 May 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. m. Requests for advanced funds must be submitted via memorandum to the Wing Bookkeeper for processing. The memorandum will include the reason for the advance, amount needed, the name of the person receiving the funds, and a statement of understanding of CAPR 173-1 section 6.m. Requests for advances over \$500 (Units below Wing) or \$1,500 (Wing) must be accompanied by minutes of the Finance Committee showing approval.

12. The Wing Bookkeeper will invoice pilots for member paid flights. Invoices will be dated using the last day of the month the flight(s) occurred. The member will have 15 days from the date of the invoice to remit payment.

17. Documentation for subordinate unit deposits shall be sent to the Wing Bookkeeper for processing within 5 business days of the deposit date. The submission will include a completed RIWG-FF2, Deposit Advice Form, with clearly scanned copies of the bank deposit receipt, checks, cash receipts, and any donation acknowledgements (CAPF 164A) as required.

18. Documentation for payments shall be sent to the Wing Bookkeeper for processing. The submission will include a completed RIWG-FF1, Payment Request Form, with clearly scanned and itemized supporting documents. Approval will be made by the appropriate finance member(s) using the current online/electronic approval utility.

24. a. Added. Reimbursable travel expenses are those items necessary and prudent for CAP business purposes. Estimates of reimbursable travel expenses must be submitted and approved by an expenditure approval authority, as noted on the CAPF-172, at least two weeks prior to the trip. Estimates of reimbursable travel expenses over \$500 (Units below Wing) or \$1,500 (Wing) must be submitted to and approved by the Finance Committee prior to travel using RIWG-FF3, Travel Voucher. Airline travel may only be reimbursable at the economy class rate. Requests for reimbursement will include itemized receipts and an updated RIWG-FF3, Travel Voucher.

PHILLIP G HIRONS JR, 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).