



CAP REGULATION 173-1

18 OCTOBER 2018

APPROVED/H. LAGERMAN/CAP/FM

FINANCE

FINANCIAL PROCEDURES AND ACCOUNTING – TRAVEL, CREDIT CARDS and FORMS

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

11.r.(1) Added. Illinois Wing units shall provide, upon completion of deposit, at a minimum, the following documents:

11.r.(1).a Added. A completed ILWG Form 321

11.r.(1).b Added. A copy of the bank deposit slip with unit number attached

11.r.(1).c Added. Copies of checks deposited

18.a. Added. Units are to use ILWG Form 321 for all expense reimbursements and transfers. Documentation must be attached at the time of submission which shows what was purchased. Documentation includes, but is not limited to:

18.a.(1) Added. Itemized receipts of the expenditures showing what was purchased and the date of transaction.

18.a.(2) Added. Invoices and/or quotes as applicable.

18.b. Added. Members requesting reimbursements from wing funds are directed to use the ILWG Form 320, Wing Check Request, for approval. The supporting documentation as outlined in paragraph 18.a(1) and 18.a(2) of this supplement is required at the time of submission.

20.e. Added. The Wing Commander is authorized the use of one Wing credit card with a limit of \$10,000 for facilitating command, staff, and other travel purchases and official IL Wing business.

20.f. Added. The Wing Administrator is authorized the use of one Wing credit card with a limit of \$5,000 for facilitating official IL Wing business.

20.g. Added. ILW credit cards are issued to ILW Staff and Special Activities Staff (ex. Encampment Staff) on a need basis with a limit of \$10,000. Their use is limited to the purpose for which they were issued. All charges to an individual's credit card are the sole responsibility of the individual who the Credit card was issued to. Credit cards issued to an individual cannot be used to pay for expenses of another CAP member or individual. All CAP members are required to submit their own reimbursement requests which must be approved by their respective supervisor.

20.h. Added. One warning will be issued if the card is used for personal expenses. Should this happen a second time the credit card will be deactivated. The intent to reimburse the corporation is not justification to use the corporate card for personal purchases. However, if an unauthorized use does occur notification must be given to the Director of Finance. The reimbursement must be forthcoming within the next billing cycle.

20.i. Added. Failure to submit an approved reconciliation with all receipts within 14 days of the end of the billing cycle of the Credit Card will result in a warning advising the Credit Card holder that his/her credit card privileges may be suspended. If receipts for the charges are not provided immediately after the warning, a letter will be issued immediately advising the cardholder that his/her credit card has been suspended.

20.j. Added. For any concerns or questions regarding these procedures or policies or your responsibilities as a cardholder, suspect fraudulent use of your card, or have not received a new card to replace your expiring card, please contact the Director of Finance immediately.

20.k. Added. Any ILW credit or debit card that is lost or stolen must be reported immediately to the credit card issuer, IL Wing Commander and Director of Finance

24.1. Added. Approval of the Wing Commander or the Finance Committee shall be obtained a minimum of 2 weeks prior to travel. In emergency circumstances, written approval may be granted by the Illinois Wing Commander in memorandum or email form.

24.2. Added. Travel shall be defined as commuting to a CAP activity in excess of 50 miles from the member's residence and which may require overnight lodging.

24.3 Added. Travel shall be undertaken when the benefits of the trip serve to execute or improve Civil Air Patrol programs or services

25.4 Added. While this supplement strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member. It remains the right of Illinois Wing Command Staff and Finance Committee (if more than \$1,500) to review and approve or disapprove each request if the final request is more than more than the pre-approved amount.

24.5 Added. Proper documentation must be submitted for reimbursement.

a. ILWG Form 322 request form for travel reimbursement will be used to summarize expenses.

b. Itemized receipts for all expenses must be attached to the check request. HEADQUARTERS ILLINOIS WING CIVIL AIR PATROL UNITED STATES AIR FORCE AUXILIARY P O Box 4027 St. Charles IL 60174-9082

c. The check request ILWG Form 322 with expense summarization and itemized receipts should be submitted within 30 days of the conclusion of the activity for timely reimbursement. All personal reimbursement requests should be submitted within 30 days of incurring an expense or receiving an invoice. Requests for reimbursement presented after 60 days will not be honored IAW a 18, CAPR 173-1. All requests/receipts should be submitted in the fiscal year in which they are incurred.

24.6 Added. Allowable Expenses:

a. Ground Transportation

(1) Corporate vehicles should be used whenever possible. Actual fuel costs will be reimbursed. Payment by credit card and use of credit card receipts is encouraged.

(2) Privately owned vehicles may be used.

(a) Members will not be compensated for any physical damage to the member's vehicle or for any amount that may be deductible from the member's collision insurance coverage.

(b) Reimbursement will be based on actual mileage from and to the member's residence at the rate authorized by the IRS [5 U.S.C. 5707(b)(2)] on October 1 of the fiscal year in which the travel occurred.

(3) Use of a rental vehicle shall be limited to out-of-state travel only.

(a) Members are encouraged to rely on taxis, metro-rail/subways, hotel courtesy vans, or CAP Corporate vehicles (from the Wing being visited) for transportation during Wing-related travel.

(b) Prior Illinois Wing Commander (up to \$1500.00) or Illinois Wing Finance Committee (in excess of \$1500.00) approval is required.

(c) The lowest rental cost/most economical vehicle shall be selected. Luxury sedans and SUVs, although not prohibited, must have prior Illinois Wing Commander (up to \$1500.00) or Illinois Wing Finance Committee (in excess of \$1500.00) approval. The use of luxury sedans and SUVs received as free from car rental agencies to compensate for unavailability of the reserved model is acceptable without prior approval.

(d) The original rental agreement with payment receipt and all fuel receipts are required for reimbursement.

(4) Tolls and parking charges may be reimbursed providing receipts are submitted.

(5) In no case shall members be reimbursed for parking citations, traffic citations, or for legal fees associated with infractions of state or local ordinances.

b. Aircraft

(1) Use of Corporate aircraft is encouraged.

(a) Upon receiving approval of the Illinois Wing Director of Operations, and current CAP regulation on aircraft usage.

(b) Approval by the Wing Commander is required.

(c) Reimbursement shall be for actual fuel costs.

(2) Privately owned aircraft may be utilized with approval of the Wing Commander

(a) Reimbursement for privately owned aircraft shall be for actual fuel cost only.

(b) Members will not be compensated for any physical damage to the member's aircraft or for any amount that may be deductible from the member's collision insurance coverage.

(3) When air travel is required and corporate or privately owned aircraft are unobtainable/impractical, the Illinois Wing Commander (up to \$1500.00) or Illinois Wing Finance Committee (in excess of \$1500.00) may approve the use of commercial aircraft. Prior approval is required.

(a) Written approval must be obtained prior to ticket purchase.

(b) Airline ticket purchases shall be made on the member's personal credit card.

(c) Non-refundable tickets are to be used for the ticketed flight. In the event a member's itinerary changes prior to departure and a "change fee" is assessed, the member will be reimbursed for the change fee upon written authorization from a member of the finance committee.

(d) Every attempt should be made to take advantage of reduced rates and the lowest pricing available.

1. Flights should be booked as far in advance as possible to obtain the lowest ticket pricing available (advance purchase pricing).

2. The member should accept the lowest fare in the marketplace regardless of the airline providing service.

3. The member should be reasonably flexible regarding flight times.

4. Coach class (or lowest priced available) shall be used by all members. Business and First Class fares are not authorized.

(e) If a trip is cancelled, the unused non-refundable tickets shall be applied to future travel/flight. Members are reminded of their responsibility to reschedule nonrefundable tickets in order not to lose the value of the airfare when a trip is cancelled.

c. Only commercial lodging shall be reimbursed.

(1) It is the member's responsibility to request and obtain the lowest rate available at the time of making reservations.

(2) A member, who due to a handicap may require special lodging consideration, shall be reimbursed for the actual cost of the lodging.

d. Personal meals are individual, everyday meals consumed during travel.

(1) Members shall be reimbursed for a maximum of three personal meals per day.

(2) Alcoholic beverages will not be reimbursed.

(3) Maximum allowable meal expenses shall be:

(a) \$6.50 Breakfast

(b) \$6.50 Lunch

(c) \$19.00 Dinner

e. Reasonable charges for communications (including internet charges) made for wing related business will be reimbursed. Receipts for those charges must be attached to the check request unless included on the hotel statement.

24.7. Added. Examples of non-reimbursable expenses:

- a. Alcoholic beverages.
- b. Coat check.
- c. Entertainment.
- d. Late checkout and room guarantee charges.
- e. Meals for other CAP members.
- f. Parking citations or other traffic citations.
- g. Personal laundry, cleaning and pressing of clothing unless travel is longer than 5 consecutive days.

24.8. Added. Conference attendees local and remote NHQ Conferences:

- a. Typical Travel cost is described in the prior section(s).
 - b. Incidental cost reimbursement guidance is as follows subject to special circumstances by direction of the Wing Commander
 - c. Conference attendees specifically invited or required to attend, will be eligible for reimbursement of the conference registration fee by ILWG unless reimbursed by NHQ.
 - d. Conference costs not reimbursed by ILWG and remain the responsibility of the member. These items may be waived by the Wing Commander because of extraordinary circumstances.
- Cost of additional courses
 - Cost of Banquet
 - Cost of reception
 - Meals
 - Other incidental expenses incurred

33. Added. Illinois Wing Financial Forms. The following forms are prescribed for use in financial transactions within the Illinois Wing. These forms are available on the Illinois Wing website in fillable form and should be submitted electronically where possible. The preferred format for submitting these forms is in PDF form.

33.a. Added. ILWG Form 320 - Wing Check Request This form shall be used for remitting wing-level expenses for payment.

33.b. Added. ILWG Form 321 – Reimbursements, Deposits and Transfers Form This form shall be used for unit-level transactions.

33.c. Added. ILWG Form 322 – Travel Expense Approval and Report

Robert Dempsey, Colonel, CAP
Commander

Attachment 1

COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
FM	1	Are deposits and expenditures handled IAW ILWG Supplement 1 to CAPR 173-1?			
		a) Are deposits properly documented, submitted timely to ILWG WA, and represent all funds collected IAW ILWG Supplement 1 to CAPR 173-1, para 11.r?	a) Deposits are verified in SmartVault / Quickbooks to ensure proper documentation and timely submission to ILWG/WA.	a) (Discrepancy): [xx] (Question 1) Unit failed to document and/or submit deposit documentation timely IAW ILWG Supplement 1 to CAPR 173-1.	a) Attach a copy of the deposit and any supporting documentation to the discrepancy in the Discrepancy Tracking System (DTS). Submit a copy to the ILWG WA for additional processing.
		b) Are reimbursement requests properly documented, submitted timely to ILWG WA IAW ILWG Supplement 1 to CAPR 173-1, para 11.r?	b) Expense reimbursements are verified in Quickbooks with the scanned documentation attached and stored in SmartVault. Receipts verify timely submission and are itemized rather than summary charge slips.	b) (Discrepancy): [xx] (Question 1) Unit failed to submit appropriate documentation of an expense IAW ILWG Supplement 1 to CAPR 173-1.	b) Attach a copy of the appropriate expense receipt to the discrepancy in the Discrepancy Tracking System (DTS). Submit a copy to the ILWG WA for additional processing.
	2	Are Wing Credit Cards assigned appropriate credit limits IAW ILWG Supplement 173-1-01?	Review Credit Card credit limits on the credit card statement and CAPF172	(Discrepancy): [xx] (Question 2) Staff members have been extended excessive credit on the corporate credit card IAW ILWG Supplement 173-1- 01.	Attach a new copy of the credit card statement to the discrepancy in the DTS showing credit cards set to the correct limits