



NATIONAL CAPITAL WING SUPPLEMENT 1

CAP REGULATION 173-1

25 SEPTEMBER 2017

APPROVED/A. FARRIS/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURE – TRAVEL

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

Paragraph 24 Added. All travel must be approved prior to the actual travel start date.

Members of the wing may be reimbursed for actual travel expenses incurred while on official CAP business. The most practical and lowest reasonable means of travel must be obtained by the member. NatCap Wing travelers have the duty to avoid impropriety or even the appearance of impropriety in any travel expenses.

Travel requests will be made by sending an email to the wing administrator at wa@natcapwg.cap.gov for discussion. The request must include the reason and purpose for travel, a statement explaining why the travel is of benefit to the wing, and the total projected costs – e.g., transportation, lodging, meals, etc. After review for accuracy and required data, the email will then be forwarded to the wing finance committee for discussion via the Finance Committee email group.

If a consensus of the wing finance committee is not reached from group discussions through email, the request will be tabled until the next in-person meeting of the wing finance committee. The requester should attend this meeting to voice their reasons for the travel. A majority vote of the wing finance committee is required to approve the request.

Upon returning from travel, the member must submit a wing FM Form 1: *Disbursement Request* detailing all expenses incurred with original receipts to the wing administrator within 30 days. The reimbursement form and scan of all receipts will be processed through Sertifi for approval to pay.

JANON D. ELLIS, Col, CAP
Commander

Attachment 1**COMPLIANCE ELEMENTS**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
FM	1	Was the travel request submitted via email to the Wing Administrator prior to travel?	See copy of the email.	(A-Discrepancy): [xx] (Question 1) A travel request was not submitted prior to travel IAW NATCAPWG Supplement 1 to CAPR 173-1, para 24.	Advise individual on proper procedures, and attach written documentation to the discrepancy in the Discrepancy Tracking System (DTS).