



CAP REGULATION 173-1

7 September 2023

APPROVED/L. CAMPBELL/CAP/FM

Finance

FINANCIAL PROCEDURES AND ACCOUNTING

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

9.b.(5). Added Wing-level expenditures

(a) All members who wish to use a Kansas Wing (KSWG) Auto Fuel Card must submit and have their commander's approval on the KSWG2 (Auto Fuel Card Usage Statement of Understanding). The Wing Administrative Assistant (Primary) or Director of Finance (secondary) will keep a copy on file at Wing Headquarters.

(b) The Directors of Aerospace Education, Cadet Programs, Communications, Logistics and Operations/Emergency Services can spend up to 15% cumulative of their Directorates authorized annual budget per Fiscal Year (FY) without prior approval from the Wing Finance Committee. This allows the Directors to support emergent needs and provides some flexibility in the operation of their Directorates.

(c) The Wing Commander is authorized to spend up to a cumulative amount of \$1500 from the Wing's annual budget without prior approval from the Wing Finance Committee during the FY. Expenditures that beyond go beyond this amount during any FY will require Wing Finance Committee approval. This allows the Wing Commander to support emergent needs and provides some flexibility in the operation of the Wing.

(d) The amounts listed above in (b) and (c) do not include funds expended on staff travel.

(e) Any amount approved by the Wing Finance Committee either as part of the annual budget (specific line item) or as another separate authorization will not count against the limits established in (b) or (c).

(f) Wing Staff Officers who hold Wing credit cards are encouraged to support other Wing Staff Officers without Wing credit cards and local units (squadron/flight) in making purchases through use of the Wing's state tax exemption which require the use of a CAP corporate credit card. The use of the Wing credit card in support of other staff officers or local units will not be counted against the total the Director/Commander may spend as referenced in (b) or (c). When a Wing credit card is used to support purchase by a local unit the bill will be paid from the local unit's funds.

(g) The Administrative Assistant (Primary) or Director of Finance (secondary) will track the expenditure of funds related to (b) and (c) and provide the Wing Finance Committee a cumulative total per directorate and for the Wing Commander at the quarterly Wing Finance Committee meeting. This is to maintain an adequate system of internal accounting controls to ensure proper oversight, accountability and to keep the Finance Committee and the Directors/Commander aware of when they are near their limit.

24.a. Added Wing Travel Policy

(1) Members on Wing travel are official representatives of Civil Air Patrol and Kansas Wing as such as it is expected that their public behavior will always project an image that is a credit to the organization.

(2) Travel should be undertaken when the benefits of the trip will serve to either execute or improve Civil Air Patrol programs and services. When authorized by the Wing Finance Committee, or travel is directed by National Headquarters, KSWG may pay for member travel incurred in pursuit of CAP goals. When travel is authorized by the Wing Finance Committee, or when directed by National Headquarters, a Wing credit card maybe used to charge travel related expenses. Members will observe CAP regulations, policies, and procedures when reporting expenses related to travel. This policy is intended to provide guidelines for Wing members to ensure effective use of time and to minimize expenses. While this policy strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member.

(3) Due to the time and expense involved, travel should be undertaken only when required by the mission, purpose as determined by the Wing Commander or in their absence the Vice Commander. Should travel be necessary, it is the member's responsibility to keep the costs associated with the trip to a reasonable minimum. Airline, hotel, and rental car reservations should be made using the lowest rate available. Lodging rates for Command Council meetings and Conferences will be reimbursed at the conference or host hotel rate. Acceptable expenses include, but are not limited to lodging, air transportation, baggage, vehicle fuel, taxi fare or car rentals, and purpose-related internet fees and telephone charges.

(4) Members must retain and attach receipts for all travel related expenditures regardless of dollar value when requesting reimbursement. These receipts must be attached to a memorandum for record which will serve as the wing travel expense report, KSWG3 or CAPF108, for reimbursement. The travel report or form should be filed within 5 business days after the completion of the travel. The traveling member will sign the wing travel expense report/form verifying validity.

(5) Air Travel

(a) Private air travel: Private aircraft expenses may be paid if the pilot has the Wing Commander's approval along with a copy of an appropriate current pilot certificate and proof of insurance. Reimbursement may be made on the cost of the fuel to the same destination.

(b) Commercial air travel: When a Wing aircraft may not be used for travel and air travel is required, all airline reservations and ticket purchases will be made by the member's personal credit card or the Wing credit card. Non-refundable tickets are to be used for the ticketed flight. In the event the member's itinerary changes prior to departure and a change fee is charged, the Wing will reimburse the change fee. Flights should be booked as far in advance and government travel rate is to be selected when available.

(6) Ground transportation:

(a) Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP vehicles for transportation during Wing related travel. If a rental car is required, members will select the lowest cost rental vehicles that meet purpose requirements. Luxury-sized sedans are not allowable without prior approval of the Wing Finance Committee. It is acceptable to receive free upgrades from car rental agencies, when offered.

(b) The Wing may reimburse fuel for members who use a personal vehicle for travel. Tolls and parking charges may also be reimbursed for both personal and rented vehicles. Members are responsible for all

other expenses incurred while driving their personal vehicles, including moving traffic violations, and parking tickets.

(c) The Wing may not compensate the member using his/her own vehicle for any physical automobile damage or for any amount which may be a deductible for the member's collision insurance coverage.

(7) Miscellaneous expenses:

(a) Registration fees: Charges for registration fees may be reimbursed.

(b) Laundry: Personal laundry and cleaning/pressing of clothing will not be reimbursed. Only uniform items maybe claimed if cleaning is required during the event.

(c) Alcoholic beverages: Alcoholic beverages will not be reimbursed. If alcoholic beverages appear on a meal receipt its cost will be subtracted from the meal cost. The cost of the food will be reimbursed.

25.c. Added Meals and Entertainment

(1) Business meeting meals or entertainment: Business meeting meals or entertainment must have a business purpose and must include two or more persons. Costs should be reasonable and customary for the location. Itemized receipts are required. Credit card is the preferred method of payment for such expenses. If the expense was out-of-pocket, it may be submitted for reimbursement on the wing travel expense report or KSWG 3.

(2) Personal meals: Personal meals are individual everyday meals consumed during business travel. A maximum of three personal meals per day may be reimbursed not to exceed the GSA per diem rate for the location. Wing members do not qualify for personal meal reimbursement during same-day travel. IRS regulations require than an employee be away from home substantially longer than an ordinary day's work, and during the time away from home, need sleep or rest.

MARK LAHAN, Colonel, CAP
Commander

ATTACHMENT 1

Compliance Elements

There are no compliance elements to this supplement.