



VIRGINIA WING SUPPLEMENT 1
CAP REGULATION 173-1
30 January 2023
APPROVED/L.CAMPBELL/CAP/FM
FINANCE
Financial Procedures and Accounting

CAPR 173-1 dated 15 November 2012 with ICL 17-02 dated 15 March 2017 is supplemented as follows:

Supersedes Virginia Wing Supplement 1 CAP Regulation 173-1 12 February 2019. Shaded areas identify new or revised material

6.i. All expenditure requests will be submitted using a VAWGF 173-1a. Subordinate unit approval for expenditures will be documented on a VAWGF 173-1a.

6.n. All subordinate unit deposits will be documented on a VAWGF 173-1b and submitted to wing headquarters along with the bank deposit slip.

10.d. (Added) Virginia Wing will utilize the following general procedures as internal controls:

(1) Professional Development Scholarships: Virginia Wing encourages all Senior members to progress through the CAP Professional Development program. In support of that objective the Wing will offer limited reimbursement of tuition/course fees for attendance by VAWG members at either a Region Staff College or the National Staff College.

(a) The Virginia Wing will reimburse VAWG graduates of any Region Staff College and the National Staff College for the cost of the tuition or course fees up to \$100 per person per course.

(b) Reimbursement is dependent on available funds, as identified in the approved fiscal Wing budget, and must be arranged in advance with the VAWG Director of Professional Development.

(c) The reimbursement will be provided when the graduate produces all the following:
(i) Proof of the original payment of tuition or fees equal to or greater than \$100.
(ii) The course completion certificate or a copy of the Director's Report verifying that the graduate completed the course.

(d) The VAWG Director of Professional Development will administer this subsidy program.

(2) Cadet Program Scholarships

(a) The VAWG Director of Cadet Programs (DCP) will determine the eligibility criteria, application process and selection for Encampment, NCSA/IACE/RCLS, and Flight Training as identified in the approved fiscal wing budget.

(b) The DCP will submit the plan to the VAWG Finance Committee for review at least two weeks prior to announcement of opening applications.

(3) Aerospace Education Scholarships: Virginia Wing encourages Senior members to participate in Aerospace Education activities. In support of that objective, the Wing will offer limited reimbursement of fees for attendance by VAWG members at the CAP National Aerospace Education Officer School (open to Aerospace Education Officers or Aerospace

Education Members), CAP National Conference and CAP Regional Conferences in support of AE activities.

(a) The Virginia Wing will offer VAWG Members reimbursement of fees up to \$100 per person per event.

(b) Reimbursement is dependent on available funds, as identified in the approved fiscal Wing budget, and must be arranged in advance with the VAWG Director of Aerospace Education.

(c) The reimbursement will be provided when the attendee produces all the following:

(i) Proof of the original payment of tuition or fees equal to or greater than \$100.

(ii) Whichever is applicable: The course completion certificate, copy of the Director's Report verifying the course was completed, or proof of event attendance.

(d) The VAWG Director of Aerospace education will administer this subsidy program

(4) EventBrite for Wing & Unit Events: The use of the website EventBrite is the preferred vendor, and method, to collect payments for Wing and Subordinate Unit events. Use of the website and its accounts will be coordinated through Wing IT

(a) Event budgets must account for the fees charged by EventBrite for the use of this website.

(b) Per our EventBrite user agreement, event tickets where participants do not pay online (pay by check) will still be considered a for-cost ticket and charged the EventBrite fees.

(c) Squadrons/Groups: Payment by check or cash will be collected by the unit and deposited in the Wing's Subordinate Unit Account.

(d) Wing: For Wing activities, payments must be setup to send to Wing Headquarters. Participant payment by check must also be mailed to Wing Headquarters.

(e) Only the Wing EventBrite account may be used to collect online payments. Units may use their own EventBrite account for activities with no registration fees.

(f) EventBrite creates a check 5 business days after the event. Units organizing events must have funds to pay any expenses due before payout.

(g) Unit payout checks must be deposited in the Wing's Subordinate Unit Account and the VAWG Deposit Worksheet (VAWGF 173-1b) sent to the Wing Administrator.

(h) Refunds:

(i) It is the responsibility of the Event Coordinator to determine if a refund is required.

(ii) VAWG/Subordinate units are not automatically obligated to issue a refund. Refunds will be reviewed on a case-by-case basis. It is highly advised that each event announcement clearly state when a refund will and will not be given. The expense to issue a refund is borne to the unit hosting the event.

(iii) If a Subordinate Unit Finance Committee approval is necessary to issue the refund, it is the responsibility of the Event Coordinator to follow all necessary procedures, obtain approval, and follow guidelines established in CAPR 173-1.

(iv) Request for a refund before the event has occurred will be processed through EventBrite.

(v) Request for a refund after the event has occurred will be submitted by the Event Coordinator to the Wing Administrator. Included in the request will be:

- a. The name and address of the person to receive the check
- b. The VAWG Check Request Worksheet (VAWG 173-1a)

24.a. (Added) VAWG hereby establishes the following procedures for the approval and reimbursement of travel expenses from VAWG funds. It applies to all travel by volunteer

members of the VAWG when the traveler's expenses are paid from VAWG funds either by direct payment (including credit card) to vendors or by reimbursement to the member.

- (1) All travel will be for benefit of the VAWG.
- (2) All travel shall be necessary to the furtherance of the VAWG's missions or business.
- (3) All travel cost shall be reasonable in amount.
- (4) All travel shall be approved in advance. If the total travel expenses are estimated to be less than or equal to \$1,500.00, then approval may be granted by the Wing Commander. If total travel expenses are estimated to be more than \$1,500.00, then the Wing Finance Committee must grant approval. Requests will be in writing using VAWGF-T001, VAWG Travel Authorization Request Form. Please allow 60 days for processing to allow for purchase well in advance of activity to reduce cost.
- (5) Economical means of travel must be utilized, e.g. advance purchase of air fares, long term parking lots, small rental cars (appropriate for the number of travelers using the vehicles), standard hotel rooms, etc.
- (6) Use of CAP corporate aircraft or member-furnished aircraft or CAP corporate vehicles or member furnished vehicles for travel is permitted but subject to this policy as well as other applicable CAP regulations and policies. Reimbursement for private aircraft or vehicles will be for actual fuel expenses ONLY. Mileage fees or maintenance fees will not be paid for privately owned aircraft or vehicles.
- (7) Costs of alcoholic beverages are not a permitted travel expense and will not be reimbursed.
- (8) Lodging and meal costs will be reimbursed for travel spanning at least one night away from home. The amount will be reimbursed up to the amount specified for the area in question by the current GSA Per Diem Rates from gsa.gov (for travel within the Continental United States).
- (9) Receipts are required for all travel expenses except for daily meal expenses that are less or equal to \$25.00. The traveler shall submit a request for reimbursement with all necessary receipts attached within seven days after the completion of the travel.

ELIZABETH SYDOW, Colonel, CAP
Commander

Attachment 1 - COMPLIANCE ELEMENTS

NO COMPLIANCE ELEMENTS