



VIRGINIA WING SUPPLEMENT 1

CAP REGULATION 173-1

23 January 2024

APPROVED/J. MISTICH/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:

6.i. All expenditure requests from the unit account 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) Education and Training Scholarships: Virginia Wing encourages all Senior members to progress through the CAP Education and Training program. In support of that objective the Wing will offer limited reimbursement of tuition/course fees and/or expenses for attendance by VAWG senior members to attend courses or conferences lasting 3 days or longer that are required for education and training progression, specialty tracks, or duty assignment requirements (e.g. Level V course, Inspector General College, National Legal Officers College). Members of wing staff are also eligible if training enhances their knowledge related to their wing staff position. Reimbursement depends on available funds, as identified in the approved fiscal Wing budget, and must be arranged in advance with the VAWG Director of Education and Training.

- (a) The reimbursement will be provided when the graduate produces all the following:
 - (i) Proof of the original payment of tuition
 - (ii) Proof of graduation/completion of the course or conference
- (b) The VAWG Director of Education and Training 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, National Cadet Special Activities (NCSAs), Region Cadet Leadership School (RCLS), and Flight Training scholarships as identified in the approved fiscal wing budget.

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

(c) Proof of payment plus graduation/completion is required prior to reimbursement.

(3) Aerospace Education (AE) 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 senior members to attend AE courses or conferences lasting 3 days or longer that are required for professional development, specialty tracks, or duty assignment qualifications. Members of wing staff are also eligible if

training enhances their knowledge related to their wing staff position. Members can only get reimbursed under one wing scholarship program for a given event.

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

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

(i) Proof of the original payment of tuition or fees

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

(c) 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. Use of EventBrite may be discontinued at the direction of the VAWG Finance Committee when another platform is made available by NHQ. The Director of Finance will adapt the following subparagraphs to the new platform and issue guidance as appropriate.

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

(b) Per the 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 into the Wing's Subordinate Unit Account.

(d) Wing: For Wing activities, payments must be set up 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 set up to send to the unit, who will deposit them in the Wing's Subordinate Unit Account and send the VAWG Deposit Worksheet (VAWGF 173-1b) to the Wing Bookkeeper.

(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 and if the registrant is responsible for the non-refundable Eventbrite fees. The expense to issue a refund is borne to the unit hosting the event.

(iii) After the event has paid out, it is the responsibility of the registrant and Event Coordinator to follow standard reimbursement procedures established in CAPR 173-1 and this supplement.

(iv) Requests for a refund before the event has paid out may be processed through EventBrite.

(5) NHQ Event Registration "Registration Zone" for Wing and Units Events: The use of the national headquarters event registration platform to collect payments for Wing and Subordinate Unit events will be the preferred method when implemented, using the payment system required by the platform.

24.a. (Added) VAWG 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 the 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) The costs of alcoholic beverages are not a permitted travel expense and will not be reimbursed.
- (8) Lodging and meal costs may be reimbursed for travel spanning at least one night away from home. The amount will be reimbursed up to the daily rate (adjusted on travel dates) specified for the area in question by the current GSA Per Diem Rates from gsa.gov (for travel within the Continental United States), unless approved in advance when GSA rates are not available.
- (9) Receipts are required for all travel expenses except for daily meal expenses that are less than or equal to \$25.00. The traveler shall submit a request for reimbursement with all necessary receipts and the preapproved VAWGF-T001 attached using standard reimbursement procedures.

ELIZABETH SYDOW, Colonel, CAP
Commander

Attachment 1 - COMPLIANCE ELEMENTS**NO COMPLIANCE ELEMENTS**