



CAP REGULATION 173-1

11 JANUARY 2023

APPROVED/K. BARNHART/CAP/FM

Finance

FINANCIAL PROCEDURES AND ACCOUNTING

CAP Regulation 173-1, dated 15 November 2012, and as amended by ICL 1702, dated 15 March 2017, is supplemented as follows:

1. Section 6 m1. Added: Advances

- a. All advances must be requested and approved by the Finance Committee before they will be authorized.

2. Section 24. Added: Region Travel Policy

- a. Section 24.1 Added: Reimbursable expenses are:
 - i. Airline Travel – Normally paid by the individual, then reimbursed. This must be on the most economical coach grade fare for advance purchase. The Region Commander and Vice Commanders may purchase fares that permit changes to travel without penalty or with full reimbursement.
 1. Luggage – CAP will pay for one checked bag per member.
 - ii. CAP Aircraft Use – Request use in advance for approval When the cost of using a CAP airplane is less than commercial travel.
 - iii. Lodging – Reimbursed for the lesser of actual expense or DOD approved rates for the area or base. When CAP discount rates have been negotiated at a hotel, only the lowest price established will be reimbursed if the rooms are still available. Any upgrades to rooms will be paid for by the individual. The Region Commander may if needed, obtain a suite in order to facilitate meetings with his commanders and staff.
 - iv. Parking and Tolls – Reimbursement for actual expense when personal vehicles are used for official travel.
 - v. Rental Cars – Reimbursed only if the host wing is unable to arrange transport and with prior PCR/CC approval. No reimbursement will be made for optional insurance obtained from rental car provider.
 1. Members participating in the same activity should share rental cars. Car size selection should be based on the number of members using the car.

2. Distance to be traveled and weather conditions may factor into the selection. Every effort should be made to make advance reservations to obtain the best rates.
 - vi. Vehicle – For travel to CAP functions, actual fuel expense will be reimbursed.
 - vii. Personal Aircraft – Same as personal vehicles, with prior PCR/CC approval only.
 - viii. Taxis and Shuttles – If no other transportation is available, taxi or shuttle fares will be reimbursed with valid receipts.
- b. Section 24.2 Added: Non-Reimbursable expenses include:
- i. Meals – Normally no reimbursement will be made for meals purchased in connection with approved travel. Exceptions may be allowed.
 - ii. Conference Registration – Normally no reimbursement will be made for the conference registration. Exceptions may be allowed.

VIRGINIA M. NELSON, Col, CAP
Commander

**Attachment 1
Compliance Elements**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
PCR/FM	Q 1	Are finance committee members auditing and questioning expenses that do not align with the PCR guidance/supplement?	Audits of electronically signed vouchers are performed by PCR/FM.	Detailed write-up of the discrepancy	Attach a copy of the finding to the discrepancy in the Discrepancy Tracking System (DTS).