



## UTAH WING SUPPLEMENT

# CAP REGULATION 173-1

6 October 2021

APPROVED/S. STEELE/CAP/FM

Finance

### FINANCIAL PROCEDURES AND ACCOUNTING

CAP Regulation 173-1, dated 15 November 2012, as amended by ICL dated 17 August 2021, is supplemented as follows:

18a. Added Requests for reimbursements will be made using Utah Wing Form 11 (UWF11).

24. Added Travel by Utah Civil Air Patrol (CAP) members and funded by Utah Wing (UTWG) funds can be requested when it will be undertaken to benefit or improve Civil Air Patrol programs and services. Funding by CAP for travel should not be expected or offered as part of accepting a CAP responsibility assignment.

24.1 Added All travel must be approved in writing. Travel by the Wing Commander is approved by the Wing Finance Committee. All other travel is approved by the Wing Commander. Requests for funding of CAP-related travel must be itemized on UWF100-TA and submitted in advance to the Director of Finance. If other funds (National Headquarters CAP or grant funding) are available, the source and of funds must also be disclosed. Determination to fund travel will be based on the nature of the event, experience and attitude of the CAP member, and expected benefits to Utah Wing CAP. Any travel expenses incurred prior to approval will be the members responsibility.

24.2 Added To claim reimbursement for approved travel, members will submit a completed UWF20, detailing travel expenditures and a UWF11 summarizing the reimbursement request. Claims will be reviewed for evidence that the funded travel accomplished the stated purpose as provided in the UTWG Form 100-TA approved prior to travel. All other reimbursement requests will use the UWF11. The UWF20 and UWF11 Forms will submitted to the Utah Wing Director of Finance and Wing Administrator for processing.

24.3 Added Members are expected to incur only reasonable expenses. Under most circumstances CAP members will not be reimbursed for hosting others expenses. CAP funds will not be used for illegal or unapproved use. Expenses for alcoholic beverages will not be reimbursed with CAP funds. Traveling members receiving travel advances will be required to repay any funds that are in excess of actual expenses incurred. The wing will not compensate a member for physical automobile damage which may be deductible from the member's collision insurance coverage.

24.4 Added Members on wing business travel are official representatives of the Civil Air Patrol and it is expected that their public behavior will, at all times, project an image that is a credit to the organization.

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Supersedes: None

Distribution: 1 ea unit, UTWG Website, RMR/CC

OPR: FM

Pages: 3

If personal conduct during CAP-funded travel is deemed embarrassing or unprofessional to CAP, reimbursement can be denied and the member will be required to repay any advance payments.

JASON R. HESS, Colonel, CAP  
Commander

**ATTACHMENT 1****Compliance Elements**

<b>OPR</b>	<b>#</b>	<b>Compliance Question</b>	<b>How to Verify Compliance</b>	<b>Discrepancy Write-up</b>	<b>How to Clear Discrepancy</b>
FM	1	Was travel approved in writing prior to committing the UTWG to the expenses?	Submitted travel expenses will include the written approval that authorized expenditures for UTWG travel.	Travel expenditures were not approved in accordance with UTWG 173-1 Unit Supplement to CAPR 173-1, para 24.1.	a) Attach a copy of the travel reimbursement request to the discrepancy in the Discrepancy Tracking System (DTS). Submit a copy to the UTWG WA for additional processing.