



WISCONSIN WING HEADQUARTERS SUPPLEMENT  
**CAP REGULATION 173-1**

14 JANUARY 2021

APPROVED/J.MISTICH/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURE

CAP Regulation 173-1, dated 15 November 2012, is supplemented as follows:

20. Credit Card authorized as follows.

20.b.(1) Added Any WI Wing subordinate unit may be issued two cards.

20.b.(2) Added Each card will have a maximum credit limit of \$1,000.

20.b.(3) Added The aggregate balance on each account at any one time may not exceed the credit limit of the card, or the balance the unit has in the Unit Funds checking/savings account, whichever is lower. The Unit Funds credit card balance must be paid in full on a monthly basis.

20.c.(1) Added All uses of the WIWG Unit Funds credit card will be documented and reported to the Wing Administrator (WIWA).

20.c.(1)a. Added All receipts must be turned in to the WIWA along with WIWG F25 (Check Request form).

20.c.(1)b. Added Vehicle identification numbers, aircraft tail numbers, mission numbers, the purpose of the expense and any other identifying information necessary to facilitate the categorization of these expenditures is a requirement.

20.c.(1)c. Added All receipts must be legible in their original form. (i.e.: you cannot handwrite the total charges onto a photocopy of the receipt.

20.d.(1) Added Any WIWG Unit Funds credit card that is lost or stolen must be reported immediately to the credit card issuer, WI Wing Commander and WIWG Director of Finance as well as the members indicated in CAPR173-1 paragraph 20d.

20.e Added The Group/Unit monthly credit card statements and expenses will be approved by the unit finance committee along with WIWG F25 in order for Wing HQ to pay the credit card bill.

20.f. Added WIWG will send the violation notice to unit and upload a copy to SmartVault.

24.a. Added Wisconsin Wing travel policy provides oversight for travel of Wisconsin Wing Members, Cadets and Seniors. None of the travel expenses listed below (except for budgeted in-state gas and oil) is reimbursable to any member unless the WIWG Travel Authorization has been specifically approved in advance by the Wisconsin Wing Finance Committee.

24.b. Added Authorized trips are reimbursable regardless of the type of transportation used. However, all travel shall be by the most direct and safest route. When multiple wing staff members are traveling to the same destination, it is their responsibility to arrange for pooled transportation where practical.

24.c. Added Air travel reimbursement is limited to the most economical jet class available. Cost of tickets purchased for the wing staff member will be reimbursed. Travel and flight insurance will not be reimbursed. The ticket voucher will be attached to the WIWG F24 Request for Payment.

24.d. Added Taxi fare will be reimbursed when other modes of travel are not available or practical. Original receipts will be attached to the WIWG F24 Request for Payment.

24.e. Added Privately owned vehicle expenses will be reimbursed for actual fuel and oil expenses only. Original receipts will be attached to the WIWG F24 Request for Payment.

24.e. Added Parking charges will be reimbursed. Original receipts will be attached to the WIWG F24 Request for Payment.

24.f. Added Car rentals will not be reimbursed, except in emergency situations with approval the Wing Commander or the Wing Commander's designee.

24.g. Added Meal expenses for National Board, Region Conferences, Region Commander's Calls, or other special meetings will be reimbursed up to \$35 (total for all meals) per day. Banquet fees will be reimbursed in full. Alcoholic beverages will not be reimbursed. Original receipts will be attached to the WIWG F24 Request for Payment.

24.h. Added Lodging expenses for Command Council, Region Conferences, Region Commander's Calls, or other special meetings are limited to the single-room rate. If two or more authorized wing staff members share a room, the reimbursement rate will be at the double-room rate. Any charges in excess of the room rate plus applicable taxes will be the wing staff member's responsibility. Late room charges will not be reimbursed. Receipts will be attached to the WIWG F24 Request for Payment.

24.i. Added Registration expenses for the National Board, Region Conferences, or other special meetings will be fully reimbursed. A copy of the registration form should be attached to WIWG F24 Request for Payment. All reimbursement requests must be submitted on the WIWG F24 within 60 days (or prior to end of a fiscal year) of the return date of travel.

24.j. Added WIWG Staff and Group Commanders may use corporate aircraft for travel to in state wing business meetings. Reimbursement must be approved in the Wing Staff or Group Commanders budget. Reimbursement will be for aircraft fuel only unless approved by the WIWG finance committee.

24.k. Added The WIWG Travel Authorization form can be requested via WIWG Finance or Admin.

DENESE HELGELAND, Colonel, CAP  
Commander

**ATTACHMENT 1**

**Compliance Elements**

There are no additional compliance elements due to this supplement.