



TXWG FINANCIAL SUPPLEMENT 1
CAP REGULATION 173-1
15 DECEMBER 2022
APPROVED/K. Baker/CAP/FM
Financial Procedures and Accounting
FINANCIAL MANAGEMENT PROCEDURES

CAP Regulation 173-1 dated 15 November 2012 (Includes ICL 17-02 dated 15 March 2017),
is supplemented as follows:

9.b.(12) Added:

(a) Special activities such as cadet encampment, glider encampment, etc. shall submit a zero balance budget to the wing finance committee at least 30 days prior to commencement of the activity. A zero balance budget means that income from fees, donations, etc. must equal expenses.

24. Travel. Added:

a. Ordinary travel by Texas Wing CAP members is at the member's expense. TX Wing recognizes that members may incur travel expenses that are over and above a reasonable amount expected. Official travel includes direct and indirect support of CAP programs and missions, and is generally reimbursable or paid directly by CAP. Non-official travel includes transportation to and from CAP meetings, encampments and other activities. Non-official travel is solely at the risk of the individual CAP members and their passengers. Non-official travel is generally not reimbursable.

b. **Air Force, CAP NHQ or other agency funded travel.** TXWG CAP members will comply with all applicable travel policies and procedures of agencies providing funding for CAP travel.

(1) Funded travel may be authorized by CAP NOC on approved missions.

(2) Authorized hotel and per diem expenses are entered as a Remain Over Night (RON) Expense in WMIRS. The request is usually done by the mission coordinator in advance of travel for approval per CAPR 173-3.

(3) Record mission number on receipt.

(4) Member scans and uploads receipts in the WMIRS mission number, under member name on the RON screen.

(5) Wing finance reviews and submits the reimbursement e108 to NHQ.

(6) Member will have CAPF 179 (direct pay authorization) on file at NHQ to receive reimbursement.

- c. **TX Wing funded travel.** If a member travels to a function as the designated representative of the Wing, his/her expenses may be reimbursable.

(1) A request for travel reimbursement authorization from TX Wing funds shall be submitted to the wing finance committee on a TXWGF 2 via email to FinanceCmte@txwgcap.org no less than two weeks prior to the anticipated travel dates. A maximum requested reimbursement amount shall be specified. There is no guarantee of approval. Wing finance committee approval of a budget item does not automatically constitute approval of expenses.

(2) Reimbursable expenses include airfare, vehicle fuel, rental car, parking fees, taxi, airport limousine and lodging. All travel expenses shall be reported to wing finance within 14 days after return, using TXWG Form 2 or equivalent. All receipts shall be included, marked with members name and event name.

i. TXWGF 2, Texas Wing Travel Voucher, will be used to document travel and obtain reimbursement of personal expense, i.e., items paid by personal credit card, cash or check. Only reasonable and preauthorized wing-related expenses will be reimbursed. Receipts for claimed expenses must be attached to the form. This includes documents showing details of the charges and not merely a copy of a credit card charge slip showing only a total amount. The traveling member must sign the TXWGF 2 verifying validity, and the Wing Commander or the Finance Committee must authorize reimbursement via Sertifi. A copy of the Finance Committee minutes, Sertifi or email chain reflecting the advanced approval of the travel and including all detailed receipts not to exceed amount, or other authorization must be attached.

d. The wing commander may authorize reimbursement, consistent with adopted budgets, for non-official use of a POV for participation in CAP activities when ground travel in excess of 50 miles is required.

e. **Corporate Aircraft and Airline Travel** When air travel is required; a cost analysis should be conducted to determine the use of a corporate aircraft vs. commercial airline. If airline use is deemed more economical, reservations and ticket purchases will be made by the member's personal credit card or the corporate credit card. Prior approval by the Wing Commander or the Wing Finance Committee must be obtained for air travel.

(1) Flights should be booked a minimum of 3 weeks in advance to obtain the best price possible on air fare. Extenuating circumstances will be approved on a case-by-case basis. Air fare will be approved for reimbursement by submitting TXWGF 2.

(2) When making reservations, members should accept the lowest fare in the marketplace without regard to the airline providing the service. Reservations on a known discount airline such as Southwest, Jet Blue, etc. should be considered for comparison purposes even if it means changing aircraft one or more times to get to the destination. For purposes of obtaining the best fare possible, the member should be reasonably flexible regarding flight times. Every attempt should be made to take advantage of reduced rates. Coach class (or lowest available) should be used by all members. Business and First class fares are not authorized.

(3) Non-refundable tickets are to be used for the ticketed flight. In the event the member's itinerary changes prior to departure and a change fee is charged, the Wing will reimburse the change fee only with written authorization from a member of the finance committee. Unused non-refundable tickets are to be applied to future tickets. Members are reminded of their responsibility to reschedule non-refundable tickets in order not to lose the value of the scheduled airfare when a trip is cancelled.

(4) Texas Wing will reimburse the first bag fee with pre-authorized air transportation, should a fee be assessed. The detailed receipt should be included with the submission of the TXWGF 2.

(5) Members are encouraged to economize on airport parking. Cost saving measures should include parking in longer-term lots for trips. All parking expenditures should be itemized on the TXWGF 2 or TXWGF 1 and detailed receipts, including any credit card charge slips, need to be attached.

f. Personal Meals Personal meals are individual, everyday meals consumed during business travel with related lodging expense. A maximum of three personal meals per day may be reimbursed. Under no circumstance may the per diem reimbursement for meals exceed \$55.00 for three meals.

(1) Members do not qualify for personal meal reimbursement during same-day travel. IRS regulations require that an employee be away from home substantially longer than an ordinary day's work and during the time away from home, need sleep or rest.

g. Miscellaneous Travel Expenses

(1) Reasonable charges for telephone or FAX communications made for Wing-related purposes will be reimbursed. Detailed receipts for those charges must be attached unless included on the hotel statement. Members should use their personal cell telephones to minimize costs.

(2) Internet charges are also reimbursable with prior approval.

(3) Reasonable charges for registration fees will be reimbursed if approved in advance.

(4) Tips for baggage handling will not be reimbursed.

(5) Personal laundry and cleaning and pressing of clothing will not be reimbursed.

(6) Alcoholic beverages will not be reimbursed.

WILLIAM H SCHRODER, COL, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no additional compliance elements for this supplement.