



OKLAHOMA WING SUPPLEMENT 1
CAP REGULATION 173-1

22 APRIL 2020

APPROVED/J.MISTICH/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURES

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

17. Deposits. Added: Unit and groups will use OKWGF 173a, *Deposit Advice*.

18. Payments. Added: Personal reimbursement requests will be made using the OKWGF 173b, *Check Request*. Use for reimbursement requests not related to any mission (unit purchases, events, holiday parties, etc.)

20. Credit Cards and Credit Accounts. Added:

e. World Fuel Services® (AVCARD®). Each aircraft will have a unique AVCARD® assigned. These cards are used on Oklahoma funded missions. Note: They may not be used for member funded flying. Cards are assigned to a specific aircraft and are not interchangeable. Receipts are to be uploaded to WMIRs within 24 hours of the sortie. Each receipt must have the following annotated on it:

1. Mission Number/Mission Symbol (19-C-3325 / C8)
2. Sortie Number (A0027)
3. Last Name / CAPID (JONES / 123456)
4. Aircraft N-Number (N745CP)

f. WEX® Fleet Card Management. Each unit with a vehicle will have a WEX® credit card assigned to the unit commander. These cards are managed by the commander and used on Oklahoma funded missions. Cards are assigned to specific vehicles and are not interchangeable. Receipts are to be uploaded to WMIRs within 24 hours of the event. Each receipt must have the following annotated on it:

1. Mission Number/Mission Symbol (19-C-3325 / C8)
2. Sortie Number (G0027)
3. Last Name / CAPID (JONES / 123456)
4. Vehicle Number (35019)

WEX® cards require an odometer reading and Driver ID. When prompted for the odometer reading, enter the last 4 digits of the mission number. When prompted for the driver ID, enter the last 4 digits of your CAPID number.

24. Travel. Added:

a. Oklahoma wing will reimburse select members traveling on official business. This includes but is not limited to:

1. Investigations, staff assistance visits (SAV) and subordinate unit inspections (SUI)
2. Staff members of professional development courses (SLS, CLC, UCC and TLC)
3. Corporate vehicle transportation to a Region Staff College or equivalent

4. Participation in Wing, Region or National Cadet Competitions
 5. Other travel approved by the wing commander or vice commander
- b. Members will request and receive approval for travel reimbursement prior to incurring any actual expenses. Written, including email, travel expense reports will include the business purpose of the travel along with itemized travel costs. Travel requests will be routed through the members chain of command to the wing commander for final approval.
1. Requests to approve travel expenses after the completion of travel will not be honored.
 2. Use corporate owned vehicles and aircraft to the maximum extent possible.
 3. Commercial air travel should be approved as early as practical to secure the best fares.
- c. All expenses are the responsibility of the traveler. Airline and hotel reservations will be secured and paid for by the traveler. Members issued wing credit cards may utilize those cards as authorized by the finance committee and in accordance with CAPF 172, *Consolidated Finance Authorizations*.
- d. Use a CAPF 108, *Reimbursement for Individual CAP Member Expenses*, to request reimbursement. All correspondence will be submitted to wing headquarters. Email is the preferred method of submission.
- f. All business-related travel within 50 miles of a normal work site or home is considered local travel. Any corporate owned vehicle (COV) travel in excess of 25 miles will be entered as a ground sortie in the Web Mission Information Reporting System (WMIRS).
- g. Personally Owned Vehicles (POV). Travel by POV is not reimbursable. However, the wing commander may approve exceptions on a case by case basis.
1. When a POV is authorized for reimbursement, only actual fuel expenses incurred will be reimbursed. Members will utilize the most direct routing to/from the activity.
 2. Return to base (RTB) or home of record (HOR) must occur within one calendar day of completion of the activity. Exception: Unless specified otherwise in the travel expense report.
- h. Travel Delays. Members traveling on official business who encounter travel delays through no fault of their own will not be denied reimbursement for additional expenses incurred as a result of the delay.
- i. Per Diem. Per Diem is not automatic and requires wing commander approval. Requests to claim per diem must be specifically annotated in the approved travel expense report.
1. The reimbursement rate will be the GSA (General Services Administration) established per diem rate for the location of the traveled city. Note: This amount includes Meals & Incidentals (M&IE).
 2. The first and last day of per diem will be reimbursed at 75% of the GSA per diem rate.
 3. Actual expense reimbursement is permitted when per diem rates are insufficient to meet necessary expenses. Note: Receipts are required for all "Business Expenses" and corporate credit card charges.

DAVID L. ROBERTS, Jr, Colonel, CAP
Commander

**Attachment 1
COMPLIANCE ELEMENTS**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
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There are no additional compliance elements for this supplement.