



MONTANA WING SUPPLEMENT 2  
**CAP REGULATION 173-1**

23 July 2020

APPROVED/H. LAGERMAN/CAP/FM

Finance

**FINANCIAL MANAGEMENT PROCEDURE – REIMBURSEMENT FORM**

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

**18.a. Added.** Squadrons and Wing Staff members are permitted to purchase supplies and utilize funds located within their squadron or wing's checking account for approved activities and services, in accordance with (IAW) CAPR 173-1 and CAPR 173-3. Unless prior authorization is obtained, CAP members will pay for products and services using personal funds, and will submit a MTWG Finance Form 258 to request reimbursement. That request will be processed by either the Montana Wing Administrator or Director of Finance as part of the Montana Wing Banking Program.

**18.b. Added.** It is the responsibility of the Squadron Finance Officer (or Director of Finance for wing staff members) to obtain the proper approval(s) prior to purchasing any supplies or services for CAP related events or supplies. IAW CAPR 173-1 and CAPR 173-3, any financial request that totals \$500 or more for a squadron and \$1500 or more for a wing, must be approved by one or more finance committee members.

**18.c. Added.** This policy is intended to provide guidelines for Montana Wing members at both the Squadron and Wing level, to submit MTWG Finance Form 258 for monetary reimbursement using the appropriate wing banking program account managed by Wells Fargo Bank.

**18.c.(1). Added. Requesting Reimbursement.**

**18.c.(1.1) Added.** Once products or services have been purchased, the Squadron Finance Officer (or Wing Director of Finance) must complete MTWG Finance Form 258 to document purchase details and necessary approvals for reimbursement processing.

**18.c.(1.2) Added.** All reimbursement requests must be submitted within 60 days of purchase to the Montana Wing Administrator or Director of Finance. Any requests submitted 61 days or later from the actual date of purchase will require approval from CAP's CFO Stacy Jackson to be processed for reimbursement. Justification for the late submission will be required.

**18.c.(1.3) Added.** All reimbursement requests must be accompanied by legible receipts to document purchase details. Any reimbursement requests submitted without receipts or applicable documentation itemizing purchase details will be declined. All declined reimbursement requests will be sent back to the submitter with an explanation of what should be corrected, for the request to be successfully processed.

**18.c.(1.4) Added.** Finance Officers are permitted to submit reimbursement requests to the Montana Wing Administrator or Director of Finance via e-mail, conventional mail (United States Postal Service, Federal Express (FedEx) or the United Parcel Service (UPS). E-mail is the preferred method of submission, and will generally decrease the processing time for all reimbursement requests.

**18.c.(1.5) Added.** IAW CAPR 173-1, para 11.g., any reimbursement requests submitted for both Squadrons and Wing that totals \$500.01 or greater must have two signatures from the finance committee through DocuSign, before a reimbursement check may be issued.

**18.c.(1.6) Added.** IAW CAPR 173-1, para 11.g, checks with one digital signature via DocuSign may be issued for checks over \$500 provided the bill and supporting documentation has been processed and approved by the finance committee through DocuSign prior to issuing the payment.

**18.c.(2). Added. Completing MTWG Finance Form 258**

**18.c.(2.1). Added.** Request Demographic Data Section

**18.c.(2.1.1). Added.** Request Date: Use the embedded calendar feature to select the Request Date (generally the day the form is initiated or filled out).

**18.c.(2.1.2). Added.** Reimbursement Level: Change the default setting of 'MAKE A SELECTION' by choosing either "Squadron" or "Wing", which ever best describes the level of reimbursement required for rendered services or products.

**18.c.(2.1.3). Added.** Requesting Squadron: This section contains two combination boxes that must be completed. The first combination box allows the form user to select the appropriate squadron charter number for which the reimbursement should be processed from. The second combination box allows the user to select the appropriate squadron name that directly coincides with the charter number selected.

**18.c.(2.2). Added.** Request Demographic Data Section

**18.c.(2.2.1). Added.** Recipient Name: Enter the full name and rank of the CAP member who is to receive the reimbursement funds. Do not enter the name of the financial officer in this field unless the financial officer is the intendent recipient of the reimbursement request.

**18.c.(2.2.2). Added.** Recipient E-mail Address: Enter the E-mail address of the member entered in the Recipient Name field.

**18.c.(2.2.3). Added.** Recipient Street Address: Enter the street address (house number and street name only) of the reimbursement recipient documented in the Recipient Name field. Example: 139 Van Buren Ave, Unit B.

**18.c.(2.2.4). Added.** Recipient City: Enter the city for the address listed in the Recipient Street Address field. Example: Great Falls.

**18.c.(2.2.5). Added.** Recipient State: Enter the state for the address listed in the Recipient City field. Example: Montana.

**18.c.(2.2.6). Added.** Recipient Zip Code: Enter the Postal Zip Code for the address listed in the Recipient City Field. Optional: If known, the additional 4-digit locator code that post cedes the mandatory 5-digit zip code may be entered: Example 59405 – 7903.

**18.c.(2.2.7). Added.** Recipient Phone Number: Enter the phone number of the recipient listed in the Recipient Name field, starting with the area code first. Change the 'MAKE A SELECTION' combination box to the right of the phone number field by selecting the type of phone service that best describes the phone number documented (Home phone, cell phone etc.). Example: 406-999-9999, Cell Phone.

**18.c.(2.3). Added. Transaction Data Section:** This section contains three columns to document purchase details. There are a total of seven rows within the Transaction Data section. Any request that contains more than 7 reimbursement items must be submitted on a new request form.

**18.c.(2.3.1). Added.** Expense column: This column allows for documentation of the expense type. Example: Office supplies.

**18.c.(2.3.2). Added.** Expense Description column: Use this column to provide a brief summary of the purchase expense. Example: printer paper.

**18.c.(2.3.3). Added.** Amount column: Use this column to document the exact cost of the purchase. Example: \$5.99.

**18.c.(2.3.4). Added.** The 'Financial Reimbursement Total' column field is calculated automatically. No data entry is required for this field.

**18.c.(2.4). Added. Financial Reimbursement Approval (Squadron Only):** This section is to be completed for requests at the squadron level only. Wing level requests are not required to complete this section. This section is designed to be used with the DocuSign website for obtaining financial related signatures. This section contains two separate sub fields.

**18.c.(2.4.1). Added.** Approval level: This combination box officers two options for selection: "Squadron Commander" and "Squadron Finance Officer". Select the appropriate option for the request.

**18.c.(2.4.2). Added.** Name: Enter the name and rank of the member the coincides with the option selected in the 'Approval level' field.

**18.c.(2.4.3). Added.** E-mail: Enter the E-mail Address of the member who was entered in the Name field.

**18.c.(2.4.4). Added.** Signature Field: No entry field. This data will be filled using DocuSign.

**18.c.(2.4.5). Added.** Signature Date: No entry field. This data will be filled using DocuSign.

**18.c.(2.4.6). Added.** Memo: No entry field. This data will be filled using DocuSign.

**18.c.(2.5). Added. Financial Committee Approval (If Required) Section:** This section is to be completed only as required for requests at both the squadron and wing level. This section is designed to be used with the DocuSign website for obtaining financial related signatures. This section contains six separate sub fields that allows for a signature of the finance committee chair along with up to five finance committee members.

**18.c.(2.5.1). Added.** Approval level: This combination box officers six options for selection that cover all squadron and wing finance committee members. Select the appropriate option for each sub field you wish to utilize for the reimbursement request.

**18.c.(2.5.2). Added.** Name: Enter the name and rank of the individual the coincides with the option selected in the 'Approval level' field.

**18.c.(2.5.3). Added.** E-mail: Enter the E-mail Address of the member who was entered in the Name field.

**18.c.(2.5.4). Added.** Signature Field: No entry field. This data will be filled using DocuSign.

**18.c.(2.5.5). Added.** Signature Date: No entry field. This data will be filled using DocuSign.

**18.c.(2.5.6). Added.** Memo: No entry field. This data will be filled using DocuSign.

**18.c.(2.6). Added. Wing Administrator/Director of Finance Use Only Section:** This section should only be utilized by either the Montana Wing Administrator or Director of Finance.

**18.c.(2.6.1). Added.** Reimbursement Method: This is the reimbursement method the Wing Administrator or Director of Finance chooses to process and send the reimbursement to the intended recipient.

**18.c.(2.6.2). Added.** Reimbursement Amount: This field contains the total reimbursement amount sent to the recipient.

**18.c.(2.6.3). Added.** Reimbursement Check Number (if Applicable): If a check was issued as the reimbursement form, the check number will be documented in this field.

**18.c.(2.6.4). Added.** Reimbursement Processed By: This field contains the name of the member who processed the reimbursement request.

**18.c.(2.7). Added.** Form Buttons: This form contains four macro buttons to enhance the user's experience with completing and submitting the reimbursement form.

**18.c.(2.7.1). Added.** Print Form: This button will open the print dialog box and allow the user to print the form.

**18.c.(2.7.2). Added.** Save Form: This button will open the save dialog box and allow the user to save the form.

**18.c.(2.7.3). Added.** Add Attachment: This button will open the attachment feature of the Adobe Form to allow the user to upload receipts and other forms of documentation to the form to be submitted for reimbursement processing.

**18.c.(2.7.4). Added.** E-mail Form: This button will open a new E-mail to allow the user to E-mail the PDF to the Montana Wing Administrator. Note: This button will automatically attach a PDF to the E-mail that is generated, but the PDF automatically attached may not contain the data entered and saved by the person who completed the reimbursement form. It is the user's responsibility to ensure the file attached to the e-mail contains all the data entered by the recipient to facilitate reimbursement processing by the Wing Administrator or Director of Finance. Furthermore, the E-mail button automatically includes generic text in the body of the E-mail that should be updated as required before the E-mail is sent.

**18.d. Added.** MTWG Finance Form 258 (Last Revised 31 May 2020) replaces all previous forms of the same subject. Previous editions are not authorized for use.

SPENCER R. GILCHRIST, Colonel, CAP  
Commander

**Attachment 1 – COMPLIANCE ELEMENTS**

There are no additional compliance elements for this finance supplement.