



## NORTH DAKOTA WING SUPPLEMENT 1

### CAP REGULATION 173-1

28 April 2025

APPROVED/K. BARNHART/CAP/FM

Finance

### FINANCIAL PROCEDURES AND ACCOUNTING

CAP Regulation 173-1, dated 15 March 2017, is supplemented as follows:

**Paragraph 9.b.(4).(a). Added.** All Wing Directors that desire funding from NDWG must submit a fiscal year budget request (line- item spreadsheet) to the Wing Finance Committee annually by 01 May. Upon approval by the Wing Finance Committee, the Director's requested budget will be added to the NDWG annual budget. When a Wing Director purchases items listed on her/his approved budget a monthly report of these purchases will be submitted to the Wing Director of Finance. Wing Directors are responsible for tracking these expenditures in their line-item spreadsheet. The Wing Director of Finance will include a summary of these expenditures in the agenda and minutes of the Quarterly Wing Finance Committee Meeting.

**Paragraph 24.a. Added.** The travel budget is set aside primarily for Wing Commander travel to mandated annual functions, such as National Legislative Day and Command Councils. Travel for other members of the Wing for official business is allowed with the proper prior approval, given the availability of funds. A NDWG CAP member may request travel by filling out a NDWG Form 108-1, and submitting it to the Wing Finance Committee for review and approval. Use electronic submission, if possible, to the NDWG Director of Finance. Any travel arrangements must be made using the lowest rate available. The finance committee may authorize reimbursement in part or in full, but must notify the member of the level of reimbursement prior to the member making non- refundable travel arrangements. Any non-refundable travel arrangements made by the member that are not authorized by the finance committee will be the responsibility of the individual member.

**Paragraph 24.a.(1). Added.** Air Travel:

**Paragraph 24.a.(1).(a). Added.** When air travel is required airline reservations will be made by the member's personal credit card. Advance written approval must be obtained from the Wing Commander for air travel. The Wing Commander need not seek prior approval unless the air travel cost exceeds the amount requiring approval by the finance committee in accordance with CAPR 173-1. 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 approval of the Wing Commander.

For purposes of obtaining the best fare possible, the member should be reasonably flexible regarding flight times. A member shall need to obtain quotes for a regular economy fare class ticket from three airlines servicing the member's nearest commercially serviced airport. Due to ticket restrictions and ancillary fees, basic economy fare class tickets are not authorized. If the member's nearest commercially serviced airport is serviced by less than three airlines, the member shall obtain quotes from all servicing airlines. Reimbursement will be for the lowest of the airline quotes without regard to whether that fare is selected for travel. Reimbursement at business or first-class rates are not authorized.

If personal or other non-CAP business is to be combined with CAP air travel only a round-trip fare, as determined above, to/from the CAP function will be reimbursed. The member will be responsible for paying the differential fare above the CAP reimbursement amount. CAP credit cards are not to be used if the airfare is a combination of CAP and non-CAP activity.

Members are asked to park personal vehicles in long-term parking to help costs. Parking personal vehicles at NDWG facilities may also be an option if the NDWG Transportation Officer is notified. Please note that the Wing will not be responsible for any theft or damage to vehicles or contents.

Privately owned aircraft mileage may be reimbursable based on rates established by the U.S. Government Services Administration (<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>) for trips when authorized by the wing commander. Prior to granting such permission, the member must produce documentation to use personally owned aircraft IAW CAPR. Written approval for use of a privately owned aircraft will be maintained on file in accordance with CAPR 10-2, Files Maintenance and Records Disposition. Reimbursement will be only for fuel unless prior written arrangements have been made with the Wing Commander.

**Paragraph 24.a.(2). Added.** Lodging:

**Paragraph 24.a.(2).(a). Added.** Lodging will be reimbursed in accordance with the GSA published rates (<http://www.gsa.gov/perdiem/>), or actual lodging rate, whichever is less. Only room charges and taxes are reimbursable expenses. Incidentals or guest services will not be reimbursed. Every effort should be made to stay within these rates. In very unusual circumstances where lodging cannot be obtained at any facility within the GSA rates, additional approval must be obtained in advance from the wing – otherwise the member will only be reimbursed up to the GSA rate. Anything that exceeds the GSA rate by 30 percent or more will not be approved without detailed justification.

**Paragraph 24.a.(3). Added.** Ground Transportation:

**Paragraph 24.a.(3).(a). Added.** Members are encouraged to rely on CAP Wing vehicles or hotel courtesy vans for transportation whenever possible. The use of a rental car should be of last resort; when a rental car is necessary, members will select the lowest cost rental available. Members must retain ALL receipts for this along with any fuel purchased for the rental vehicle. The CAP corporate insurance provides coverage to members when renting a car for Wing related business. Any cost accrued with taxis, metro/subways, to include tips and toll booths, must have a receipt and be documented properly. Members are responsible for all other expenses incurred while driving, such as moving traffic violations and parking tickets. If a personal vehicle is used, the Wing will not compensate the member for any physical automobile damage incurred. POV mileage is reimbursable based on rates established by the U.S. Government Services Administration (<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>) for trips when authorized by the squadron or wing commander. IAW CAPR 77-1, OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES, Unit commanders must approve, in writing, justification for use of a POV as official CAP transportation, when adequate COVs are not available for such purposes. Approval is limited to unusual circumstances where lack of transportation or capability for CAP members adversely impacts important activities. Prior to granting such permission, the member must produce evidence of insurance coverage, state inspection (if required) and registration. Written approval for use of a POV will be maintained on file in accordance with CAPR 10-2, Files Maintenance and Records Disposition.

**Paragraph 24.a.(4). Added.** Meals:

**Paragraph 24.a.(4).(a). Added.** When pre-approved by the Wing, all authorized CAP personnel can be reimbursed for meals at a flat rate of up to \$35 per day unless the full GSA rate is approved in advance and funded by an external customer or sponsor (see note below). Travel days will be reimbursed at 75% of the daily rate for the location or the \$35 rate, whichever was authorized.

**Paragraph 24.a.(4).(b). Added.** When CAP's mission participation is being funded or sponsored by another agency, meals reimbursement up to the full Federal government rate can be authorized by the funding agency. CAP must receive this authorization in writing from the funding agency during the mission coordination process in order to pay members the full Federal government meals rate.

**Paragraph 24.a.(4).(c). Added.** Meals are the responsibility of the member.

**Paragraph 24.a.(5). Added.** Travel Advances:

**Paragraph 24.a.(5).(a). Added.** The Wing Commander, in collaboration with the Wing Finance Committee, shall approve travel advances on a case-by-case basis. The member must submit the Form 108-1 to the Wing Commander for approval, detailing the estimated cost of travel, at least 30 days prior to the event. Traveling members receiving travel advances shall be required to repay any funds that are more than actual expenses incurred.

**Paragraph 24.a.(6). Added.** Miscellaneous:

**Paragraph 24.a.(6).(a). Added.** Telephone charges for business communication made for Wing related purpose may be reimbursed. Receipts must be attached to Form 108-1 and should be included on the hotel statement. Personal laundry shall not be reimbursed. Any reasonable business-related registration fees may be reimbursed.

**Paragraph 24.a.(7). Added.** Reimbursement:

**Paragraph 24.a.(7).(a). Added.** Upon completion of the required travel, the member must submit ALL receipts (copies will suffice), and the original NDWG Form 108-1 to the Wing Director of Finance. Expenses exceeding the original approval amount must be approved by the Wing Commander and Finance Committee prior to reimbursement. The reimbursement request must be turned in no later than 30 days after the event.

**Paragraph 24.a.(8). Added.** Other Expenses:

**Paragraph 24.a.(8).(a). Added.** Other expenses may be reimbursed predicated upon prior Wing Commander approval with Wing Finance Committee review to ensure the availability of funds. The member will submit the NDWG Form 108-1, along with the receipts for the expense to the Wing Commander (or designee) for reimbursement.

ROY S BARDEN, Col, 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	Do all CAPF 108s contain all required documentation IAW CAPR 173-3?	All receipts should be annotated IAW para 6m.	(A-Discrepancy): [xx] (Question 1) FM failed to ensure that all receipts contained the proper annotations IAW CAPR 173-3, para 2.3.1..	Attach a copy of the corrected receipt to the discrepancy in the Discrepancy Tracking System (DTS).
FM	2	Are all travel policies followed?	Review of all travel reimbursement documents.	(A-Discrepancy): [xx] (Question 2) FM failed to ensure that all document for reimbursement for travel are IAW NDWG Supplement 1 to CAPR 173-1, para 24.	Attach a copy of the documents to the discrepancy in the Discrepancy Tracking System (DTS).