

**CAP REGULATION 173-1**

27 December 2022

APPROVED/J. MISTICH/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 HI CAP must submit a budget request (line- item spreadsheet) to the Wing Commander for review/approval. Once the Director's budget is approved by the Wing Finance Committee the budget will be added to the Hawaii Wing 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 the mainland for mandated attendance at three functions annually. Travel for other members of the Wing for official business is allowed with the proper prior approval, given the availability of funds. A HIWG CAP member may request travel by filling out a Hawaii Wing Form 108-1, and submitting it to the Wing Commander for approval. Use electronic submission, if possible, to the Hawaii Wing Administrator. The Wing Commander will submit the request to the Finance Committee for further review prior to approval. 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. The priority for additional wing funded travel is as follows:

1. Emergency travel for a cadet or senior member away from their home island on CAP official business (i.e. National Cadet Special Activity, Cadet Encampment, National Flight Academy, etc) as a result of death or disease/injury requiring hospitalization in the members immediate family. Funding is intended to be applied toward travel change penalties after the member has attempted to use bereavement options normally provided by commercial air carriers.
2. Up to two cadets and two senior members for National Legislative Day in Washington D.C

3. Up to two Cadets for National Cadet Special Activities (NCSA).
4. Up to two Senior Members and up to 6 cadets for the Region Cadet Competition and the National Cadet Competition if they win the regional competition.
5. Up to six senior members from other wings to travel to the State of Hawaii to provide instruction and training to Hawaii Wing members in emergency services mission areas. This includes but is not limited to NESA instructors and other wing check/instructor pilots and other technical areas. This number may also be used to send members to the mainland to receive training that will result in the ability to instruct and qualify Hawaii Wing members upon their return.
6. Four Cadets to attend Region Cadet Leadership School (RCLS). Priority will go to Cadet Majors.
7. Two Cadets and two senior members receiving awards at the CAP National Conference.
8. Two Cadets and two senior members receiving awards at the Pacific Coast Region Conference.
9. Interisland travel for up to 10 members if military airlift support is cancelled or delayed on the return trip.

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

Paragraph 24.a.(1).(a). Added. An analysis of travel within the state may indicate commercial travel is more efficient than using Wing aircraft. *All travel requires a HIWG Reimbursement Requisition Form 108-1 be submitted to the Wing Commander 15 days prior to an event.* Upon approval, the member may purchase their ticket. Business and First-Class rates are not authorized. Members are asked to park personal vehicles in long term parking to help costs. Parking personal vehicles at the Hawaii Wing Headquarters is also an option if the Hawaii Wing 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. 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 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.

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 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 *15 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 the Form 108-1 and should be included on hotel statement. *Personal laundry shall not be reimbursed.* Any reasonable business-related registration fees may be reimbursed.

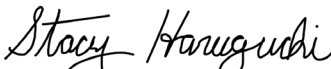
Paragraph 24.a.(7). Added. Reimbursement:

Paragraph 24.a.(7).(a). Added. Upon completion of the required travel, the member must submit **ALL** receipts (copies will suffice), and the original Hawaii Wing Form 108-1 to the Wing Administrator. Expenses exceeding the original approval amount must be approved by the Wing Commander and reviewed by the 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 Finance Committee review to ensure the availability of funds. The member will submit the Hawaii Wing Form 108-1, along with the receipts for the expense to the Wing Commander (or designee) for reimbursement.

Paragraph 26.a. Added. Hawaii Wing Members must fill out the attached HIWG Form 173-4-01 and it send it to the Hawaii Wing Commander for all fund-raising activities to ensure all the analysis of the proposed activity is completed. Use electronic submission, if possible, to rramos@capnhq.gov.


STACY HARUGUCHI, Col, CAP
Commander

ATTACHMENT 1

Compliance Elements

There are no compliance elements