



MN Wing Supplement 1
CAP REGULATION 173-1

3 September 2020

APPROVED/L.CAMPBELL/CAP/FM

Finance

FINANCIAL PROCEDURES AND ACCOUNTING

CAP Regulation 173-1, dated 15 November 2012, as amended by ICL 17-02, is supplemented as follows:

Paragraph 6n Added. All personnel shall use the most current version of MN Wing Forms (MNWGF) located on the Minnesota Wing website at <https://www.mncap.org/>. The forms are located under the “Members” pull-down tab, then “Forms and Reports.” Completely fill out all blocks of the forms to include full names of individuals or organizations as applicable. Below is a list of applicable forms:

Paragraph 6n(1) Added. MNWGF-7a, *Activity Request Form* (online only). This electronic form is used by units to notify Wing Headquarters of planned activities and fund raising events.

Paragraph 6n(2) Added. MNWGF-10v, *Mission Sortie Finance*. Used by all personnel to provide financial information for both air and ground sorties and to request reimbursement for sorties during missions.

Paragraph 6n(3) Added. MNWGF-10vez, *Mission Sortie Finance Short Form*. Used by all personnel to provide financial information for both air and ground sorties and to request reimbursement for sorties during missions.

Paragraph 6n(4) Added. MNWGF-16L, *MN Wing Civil Air Patrol Check Request*. Used by members to request checks or reimbursement from Wing-level or unit-level general or cadet funds.

Paragraph 6n(5) Added. MNWGF-16N, *MN Wing Deposit Advice*. Used by all units to inform Wing FM the source of funds being deposited and amounts being deposited into all accounts in Wing Banker.

Paragraph 6n(6) Added. MNWGF-16TA, *MN Wing Travel Request*. Used by all members to request travel.

Paragraph 9b(4). A quorum for a meeting of the Minnesota Wing Finance Committee is 51% or more of the members of the Finance Committee. Approval of an item at a Finance Committee Meeting requires affirmative votes from 51% of the members present or more. Approval quorum for a signature request in Sertifi is 51% or more of the members of the Finance Committee. Approval in Sertifi for any *Consolidated Finance Authorization* (CAPF 172-1) requires 51% of the Finance Committee.

Paragraph 10a. The Wing Finance Committee must approve all cash advances from the Wing Headquarters accounts in advance. Unit Finance Committees must approve all cash advances from their unit account in advance. Submission of the minutes of the finance committee meeting, or the record from Sertifi, with the check request shall be sufficient to show approval by the finance committee.

Paragraph 12a Added. Minnesota Units assigned a corporate aircraft will enter the information from the Aircraft Flight Time Log into the DO - Ops Report Input application on the Minnesota Wing Intranet each month before the 10th of the following month. Individual sheets may be entered during the month as long as the report is not submitted until the entire month is entered.

Paragraph 12b Added. Draft back from Minnesota unit accounts to the Wing account for flying will be accomplished electronically after approval in the DO - Ops Report Admin application. The approval message from the DO - Ops Report Admin application shall serve as notification to the unit of the transfer.

Paragraph 12c Added. Maintenance rates for non-funded flying may be changed from time to time in the discretion of the Wing Finance Committee. Rates will be posted on the Operations page of the Minnesota Wing Intranet. Members are responsible for knowing what the current rates are.

Paragraph 13a Added. For aircraft sorties the PIC is responsible for the WMIRS entry unless the aircraft is refueled at a mission base and the mission staff has assumed the responsibility for uploading the information into WMIRS. If the PIC cannot enter the sortie into WMIRS, the member will contact the Incident Commander or the IC's designee, their unit operations officer or their unit commander, in that order, to assist.

Paragraph 13b Added. For vehicle sorties the member paying for the fuel is responsible for the WMIRS entry. Only one entry will be made in WMIRS for each ground vehicle refueling. If the member cannot enter the sortie into WMIRS, the member will contact the Incident Commander or the IC's designee, their unit operations officer or their unit commander, in that order, to assist.

Paragraph 13c Added. A completed MNWGF 10v or MNWGF 10vez will be used for all funded missions or cadet orientation flights. For AF missions or cadet orientation flights that only involve flying time and/or aircraft or vehicle fuel, the MNWGF 10vez may be used. All entries on the sortie page in WMIRS must be filled out. The MNWGF 10vez will be scanned into WMIRS with the receipt. For all other missions the MNWGF 10v with the attached receipts will be properly filled out and faxed, emailed or postmarked to Minnesota Wing. The MNWGF 10vez must be uploaded or MNWF 10v must be submitted within 72 hours of the member returning home from the mission or cadet orientation flight. Email submissions will ONLY be accepted in pdf format. Any MNWGF received more than 10 days after the conclusion of the mission or orientation flight will not be reimbursed and the unit or pilot will be responsible for the aircraft maintenance cost. If a reimbursement request is rejected by the 108 Task Force, the member or the member's commander will be notified by email. The commander will ensure that corrective action is taken immediately.

Paragraph 13d Added. Centralized Refueling: The PIC is required to complete a MNWGF10v or MNWGF10vez for all mission sorties and provide the form to the Mission Finance Officer(s) (FASC). Mission Finance Officers using WMIRS and centralized fueling will submit a WMIRS E-108 for the aircraft refueled at the mission base with original fuel receipts and MNWGFs 10v, MNWGFs 10vez attached. MNWGFs 10vez shall also be uploaded into WMIRS. All mission paperwork must be faxed, emailed or postmarked to Minnesota Wing within 72 hours of the mission end date. WMIRS E-108's faxed, emailed or postmarked later than 10 days from the mission end date will not be reimbursed.

Paragraph 13e Added. When used, MNWGF 10vez forms will be uploaded into WMIRS with receipts; no other action is required. MNWGF 10v forms for missions with a Mission Symbol starting with an "A" can be emailed to 108tf@mncap.org. MNWGF 10v forms for all other sorties should be emailed to the Wing staff member authorizing the sortie for approval. Forms may also be faxed to (651) 552-7007 or mailed to 6275 Crossman Lane, Inver Grove Heights, Minnesota, 55076. If faxing or mailing, be sure to identify if it is going to Cadet Programs, the 108 Task Force or the name of the Wing staff member authorizing the sortie. Cadet Orientation Flight forms will be emailed to cof@mncap.org.

Paragraph 15. Donation receipts will be processed by the Wing Administrator who will prepare a donation receipt letter for donations of \$250.00 or more for Wing Commander signature. All donation receipts will be mailed from Wing within 30 days of receipt of the donation.

Paragraph 20e Added. A credit card shall be issued to the Wing Administrator for Wing business. Credit cards may be issued to members on a permanent basis or on a temporary basis at the discretion of and with the approval of the Finance Committee.

Paragraph 20f Added. Any missing credit card or credit card receipts must be reported to the Wing Director of Finance, Wing Administrator or Chief of Staff immediately.

Paragraph 20g Added. Credit card receipts and expenditure reports must be sent to the Wing Director of Finance or Wing Administrator within 72 hours after the close of the activity.

Paragraph 20h Added. All On-Line orders or items that must be shipped, paid for with a CAP credit card must be shipped to Wing headquarters for proper inventory and accounting. Shipping to individual member homes or businesses is only allowed with advance written permission from the Chief of Staff or Vice Commander. Email is sufficient.

Paragraph 20i Added. Minnesota Wing Headquarters has Multi-Service fuel cards available for purchase of aircraft fuel and oil for Wing-approved missions and events. Requests for use of Multi-Service fuel cards will be made to the Wing Finance Director.

Paragraph 24a Added. All reimbursable travel must be pre-approved on a MNWGF-16TA. Travel reimbursement will only be approved if the purpose for the travel is to execute or improve Civil Air Patrol programs and services. MNWGF-16TA will be submitted through the chain of command to the Wing Director of Finance at least 45 days in advance, whenever possible, for approval by the Wing Commander. All reimbursement requests will include an after-action report for the files detailing the purpose of the travel, what was learned and the benefits to CAP.

Paragraph 24b Added. Ground transportation within the Wing (inside the State of Minnesota) will be accomplished utilizing CAP official vehicles first. Personal vehicles (POV's) shall only be used for official travel when a corporate vehicle is not available. When corporate vehicles are used, reimbursement will be for fuel and oil at actual cost based on receipts submitted. When pre-approval for use of POV's is granted, reimbursement will be at the rate of .20¢ per mile, based on the mileage between the starting point and ending point according to Google maps or AAA Trip Planner.

Paragraph 24c Added. Air transportation within the Wing (inside the State of Minnesota) will be accomplished utilizing CAP corporate aircraft first. Personal aircraft shall only be used for official travel when a corporate aircraft is not available and use of personal aircraft has been pre-approved in writing

by the Wing Commander. When corporate aircraft are used, reimbursement will be for fuel and oil at actual cost based on receipts submitted. When pre-approval for use of personal aircraft is granted, reimbursement will be for fuel and oil only at actual cost for the travel. No other expenses are authorized unless pre-approved in writing and in advance by the Wing Commander.

Paragraph 24d Added. There will be no reimbursement of travel for distances less than 50 miles (one way as shown on AAA Trip Planner or Google Maps) unless approved in advance by the Wing Finance Committee. Travel to and from the Wing Conference and all other Wing activities, except reimbursable missions, will not be reimbursed unless approved in advance by the Wing Commander or Wing Finance Committee.

Paragraph 24e Added. Minnesota Wing business transportation outside the Wing must be approved in advance by the Finance Committee. Airline reservations must be made at least 30 days in advance to insure the best pricing available. Minnesota Wing will only reimburse for economy tickets. If a member wishes to upgrade a ticket, the expense to do so is the responsibility of the member.

Paragraph 24e(1) Added. Members traveling on CAP business are official representatives of Civil Air Patrol and the Minnesota Wing. Members will project an image that is a credit to the organization at all times. If a member elects to upgrade an airline ticket, to avoid the appearance of wasting CAP money, the member will not wear a CAP uniform or CAP identifiable clothing during travel.

Paragraph 24e(2) Added. Wing Commander travel out of the Wing to the Annual Conference, the annual Legislative Day and Command Council, and the North Central Region Conference is authorized without further permission required (a MNWGF-16TA will still be submitted in advance). Wing Commander travel to any other event outside the Wing, paid for by Minnesota Wing, must be approved in advance by the Vice Wing Commander, a Chief of Staff or the Wing Finance Committee. Wing Commander travel reimbursement for lodging, economy class airline travel, per-diem and ground transportation (taxi or Uber, Lyft or other ground transport) is authorized at 100%. Airline upgrades are allowed, but the difference in ticket price between economy class 30 day advance purchase price and the upgrade is the sole responsibility of the member.

Paragraph 24e(3) Added. Vice Commander, Chief of Staff and Command NCO travel out of the Wing to the Annual Conference, National Staff College and the North Central Region Conference is authorized without further permission required (a MNWGF-16TA will still be submitted in advance). Vice Commander, Chief of Staff and Command NCO travel to any other events must be approved in advance by the Wing Commander or the Wing Finance Committee. Vice Commander, Chief of Staff and Command NCO travel reimbursement for lodging, economy class airline travel, per-diem and ground transportation (taxi or Uber, Lyft or other ground transport) is authorized at 75%. Airline upgrades are allowed, but the difference in ticket price between economy class 30 day advance purchase price and the upgrade is the sole responsibility of the member.

Paragraph 24e(4) Added. Wing Administrator travel out of the Wing must be approved in advance in accordance with established National Headquarters procedures. Reimbursement for expenses for Wing Administrator travel shall first be sought from National Headquarters. If Minnesota Wing is to pay for Wing Administrator travel, a MNWGF-16TA will be submitted in advance and such travel must be approved by the Wing Commander or the Wing Finance Committee. Wing Administrator travel reimbursement for lodging, economy class airline travel, per-diem and ground transportation (taxi or Uber, Lyft or other ground transport) is authorized at 100%. Airline upgrades are allowed, but the

difference in ticket price between economy class 30-day advance purchase price and the upgrade is the sole responsibility of the employee. All Wing Administrator travel is subject to National Headquarters policies on employee travel, as amended and updated from time-to-time. Nothing in this Supplement shall be construed to be in conflict with National policies and directives.

Paragraph 24e(5) Added. Travel by the Wing Inspector General (IG) and staff is necessary for performance of their duties. As such, travel by the Wing IG for the purpose of performing Minnesota Wing subordinate unit inspections (SUIs) will be reimbursed for transportation and lodging at 100% of the actual cost. When members share rooms, Wing will pay for the actual cost of the room. Members are encouraged to share rooms to minimize costs. Meals for Wing IG's performing official inspections more than 50 miles from home (one way) will be reimbursed at actual cost, not to exceed \$11 for breakfast, \$12 for lunch and \$23 for dinner, per person. No incidentals are allowed and no per-diem is authorized. IG's may not accept meals or gifts from units or members while performing their official duties.

Paragraph 24e(6) Added. All other travel by Wing staff, group commanders or any member whose travel is being paid for by Minnesota Wing will be reimbursed for transportation and lodging only at 75% of the actual cost. When members share rooms, Wing will only pay for each member's proportionate share of the room up to 75% per share (not to exceed 75% of the cost of the room). Lodging for Wing Staff members at Wing Conference will not be reimbursed unless specifically approved in advance by the Wing Finance Committee.

Paragraph 24e(7) Added. Except as indicated above, meal reimbursement requires prior approval of the Finance Committee. The meal or banquet cost must be published by the sponsors of the activity for this to apply. It is the responsibility of the member being reimbursed to provide proof of the published meal or banquet cost.

Paragraph 24e(8) Added. Requests for exceptions must be submitted through the proper approving authority on a CAPF 172 or through the Wing Finance Committee if the amount of the exception request exceeds the authority's spending limit.

Paragraph 24e(9) Added. Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans or CAP wing vehicles for transportation during wing-related travel. If a rental car is required, members will select the lowest cost rental vehicles that meet purpose requirements. Use of a rental vehicle must be approved in advance. Reimbursement for rental vehicles is limited to the cost of an economy car rental plus the added insurance and fuel. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of reserved model. Members are responsible for all other expenses incurred while driving rental and personal vehicles, including moving traffic violations, tolls, repairs and parking tickets. Wing may not compensate any member using their own vehicle for any physical automobile damage or for any amount, which may be deductible from the member's collision insurance coverage.

Paragraph 24e(10) Added. Miscellaneous. Reasonable charges for internet access for Wing-related purposes will be reimbursed with prior approval. Receipts for those charges must be attached unless included on the hotel statement. No personal laundry, cleaning and pressing of clothing will be reimbursed. Reasonable tips may be reimbursed at the discretion of the Finance Committee. Reasonable charges for registration fees may be reimbursed. If registration fees include a meal, only the meal included in the fee will be reimbursed to avoid double-dipping. No alcoholic beverages or tobacco will be reimbursed. Detailed receipts are required.

Paragraph 26. Unit commanders will request written approval of the Wing Commander at least 30 days prior to the date of any fundraising activity. Requests must comply with CAPR 173-4 and will be made using the online MNWG Form 7a on www.mncap.org. All requests shall be reviewed by the wing legal officer prior to approval by the Wing Commander or designee. In the event a fundraising opportunity arises with less than 30 days advance, the approval will be at the discretion of the Wing Commander or designee.

JAMES A. GARLOUGH, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no additional compliance elements to this supplement.