



1 April 2024

APPROVED/T. MARTIN/CAP/FM

Finance

FINANCIAL PROCEDURES AND ACCOUNTING

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

Paragraph 11. Banking

u. Wyoming Checking Accounts

(1) . Wing Checking Account

(a) Request for checks issued to pay invoices or for reimbursement must be submitted by the individual or by their Unit using WYWG F-174 Wyoming Wing Check Request.

(b) All forms & supporting documents will be approved by the Wing Commander or other authorized member, as indicated on CAP F-172. This approval will be signed and dated on the document via DocuSign.

(c) Actions requiring the approval of the Wing Finance Committee, if over \$1500, will be completed via DocuSign.

(d) Checks will not be issued prior to completing the approval process. The approval and check issuance may be completed on the same day.

(e) Checks will be processed via First Interstate Bank Bill-Pay system. After all is approved, the WA will post the payment online with the bank. The check will be sent to the vendor or member directly from the bank.

(2) Squadron Checking Account

(a) Request for checks issued to pay invoices or for reimbursement must be submitted by the individual or by their Unit using WYWG F-174 Wyoming Wing Check Request.

(b) All forms & supporting documents will be approved by the Squadron Commander or other authorized member, as indicated on the Units CAP F-172. This approval will be signed and dated on the document via in-person or by DocuSign.

(c) Actions requiring the approval of the Unit Finance Committee, if over \$500, will be completed via in-person or by DocuSign.

(d) Checks will not be issued prior to completing the approval process. The approval and check issuance may be completed on the same day.

(e) Checks will be processed via First Interstate Bank Bill-Pay system. After all is approved, the WA will post the payment online with the bank. The check will be sent to the vendor or member directly from the bank.

(f) Squadron Deposits: Units are to mail any check deposits using the WYWG F-173 Wyoming Wing Deposit Advice directly to the Wing Administrator for processing.

Paragraph 18. Payments

a. Invoice Approval for Wyoming

1. Wing Expenses - All invoices must be submitted to the WA in a timely manner using the WYWG F-174. Approvals will be processed by the WA via DocuSign, prior to payment.

2. Squadron Expenses – All check requests must be submitted to the WA in a timely manner using the WYWG F-174. If approvals are needed (and not already wet-signed) the WA will get approvals via DocuSign, prior to payment.

Paragraph 20. Credit Cards & Credit Accounts.

e. Wyoming Wing Credit Cards

(1). Wing Credit Cards - Credit cards are issued to the Wing Administrator and members of Wing staff on an "as needed" basis. Their use is limited to the purpose for which they were issued. All charges to an individual's credit card are the sole responsibility of the individual to whom the credit card is issued.

(a) Credit Card Use/Purpose by position

(i) Wing Commander - all expenses associated with his/her duties as Commander, to include travel to National Conferences.

(ii) Wing Vice Commander – all expenses associated with his/her duties as Vice Commander, to include travel to National Conferences, as needed.

(iii) Wing Administrator - office supplies, Wing Conference, and other Wing expenses.

(b) Lost or stolen credit cards must be reported to the credit card issuer, the Wing Commander, Wing Director of Finance and Wing Administrator **immediately**.

(c) Two warnings will be issued for failure to follow credit card procedures. A third offense will result in cancellation of the card and the member will be liable for all charges and may be subject to disciplinary action.

(2) No Credit Cards will be issued to any Squadrons.

(3) MultiService Cards are issued to each aircraft for the purchase of aviation fuel and oil for missions other than those funded by the USAF. These are normally either "B" or "C" missions. Cards are not to be used for member paid flying.

(4) WEX Fuel Cards are no longer used by Wyoming Wing, as of 31JAN2024.

Paragraph 24. Travel

(2nd Paragraph) Wyoming Wing travel expenses for members performing official Wing duties will be paid, if pre-approved by the Wing Commander, the Wing Director of Finance, or the Wing Finance Committee, as needed. Because Wing funds are limited, members must seek the most cost-effective means of travel.

a. All travel must have prior approval. The Wyoming Wing, CAP Travel Voucher (WYWG F-176) must be completed to obtain reimbursement of expenses. Any form not submitted within 20 days of travel end will not be reimbursed.

b. Travel within the state of Wyoming

(1) Travel by privately owned vehicle (POV) will normally only be authorized when no corporate vehicle (COV) or aircraft is available. The approval decision will be made by the Wing Commander or his/her authorized representative.

(2) Corporate vehicle or aircraft fuel will be charged to the appropriate credit card, as provided. Or reimbursed using WYWG F-174.

(3) When not on a mission, actual fuel expenses will be reimbursed for POV use from point of origin. Vehicle must be completely fueled at member's expense before departure. All receipts for fuel used during the trip and upon return to the point of origin will be reimbursed.

(4) Meals are reimbursable when preapproved. A reasonable tip is allowed but must be documented on the receipt. Receipt must be detailed (not just the sums). No alcohol will be reimbursed. Meal costs should be reasonable for the area.

(5) No travel to and from Wing conferences, courses, or training sessions will be reimbursed without prior approval by the Wing Commander or his/her authorized representative.

c. Travel outside of the state of Wyoming

(1) Travel to National Conferences, Wing Commanders Course, and other events, as required for Wing Commanders, must be approved by the Wing Finance Committee for the Wing Commander. Travel to the Conference in Washington, DC and other events for the Government Relations Officer must also be approved by the Wing Finance Committee.

(2) Staff holding Wing issued credit cards may use those cards for all authorized travel expenses within the credit limits for themselves and/or other Wing members with authorized travel. Use of a credit card for other than the cardholder must have prior approval of the Wing Commander or his/her designated representative.

(3) Members without Wing issued credit cards will be responsible for payment of all expenses from their own funds and will be reimbursed upon proper submission of the WYWG F-174.

(4) The lowest commercial airfare should be chosen after using available travel search sites to compare. However, members are NOT required to fly budget airlines.

(5) Hotel rooms may be affiliated with the event. If they are not, room rates should also be researched to ensure the best value for a reasonable room.

(6) Car rental is not generally allowable and must be preapproved. It is only allowed if no other means of transportation is available.

(7) When multiple members are attending the same function, transportation & hotel rooms should be shared whenever possible.

Paragraph 33 (Added).

Wyoming Wing FORMS. The following forms are to be used in support of the Wyoming Wing Financial Procedures. WYWG/DA may authorize electronic versions of any of these forms provided that the electronic version has the same information as the paper version.

- a. WYWG Form 173 – WYWG Deposit Form
- b. WYWG Form 174 – WYWG Check Request Form
- c. WYWG Form 176 – WYWG Travel Voucher Form

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Commander

ATTACHMENT 1 – COMPLIANCE ELEMENTS

There are no compliance elements with this supplement.