



RI WING SUPPLEMENT 1  
CAP REGULATION 173-1

6 November 2020  
APPROVED/H. LAGERMAN/CAP/FM  
Finance  
FINANCIAL MANAGEMENT PROCEDURES

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

**Paragraph 6. m. (1). Added.** Requests for advanced funds must be submitted on RIWG-FF3 to the Wing Administrator. Requests for advances over \$500(Units below Wing) or \$1,500(Wing) must be accompanied by minutes of the Finance Committee showing approval.

**Paragraph 12. a. Added.** Payment for flights will be made by check or electronically via PayPal. The Wing Administrator will invoice member paid flights. Invoices will be dated to show the last day of the month the flight/s took place. The member will have 15 days from the date of invoice to pay the invoice.

**Paragraph 17. a. Added.** All funds to be deposited shall be attached to one or more completed RIWG-FF2 and submitted to the RI Wing Administrator for processing.

**Paragraph 18. a. Added.** Requests for reimbursements will be made on RIWG-FF1. The member will have the appropriate finance member(s) approve it and submit along with the appropriate receipts to the wing administrator for processing.

**Paragraph 18. b. Added.** Requests for reimbursement in excess of \$500(Units below Wing) or \$1,500(Wing) must be preapproved by the Finance Committee and the minutes of the appropriate meeting must accompany the RIWG-FF1 and receipts.

**Paragraph 18. c. Added.** Transfer of funds between RI Wing and RI Wing Squadron accounts are accomplished on a RIWG-FF4. Completed forms are submitted to the Wing Administrator for processing.

**Paragraph 24. a. Added.** Reimbursable travel expenses are those items necessary and prudent for CAP business purposes. Estimates of reimbursable travel expenses must be submitted to and approved by to an expenditure approval authority, as noted on the CAPF172, at least two weeks prior to the trip. Estimates of reimbursable travel expenses over \$500(Units below Wing) or \$1,500(Wing) must be submitted to and approved by the Finance Committee prior to the travel on form RIWG-FF8 (Travel Authorization). Airline travel may only be reimbursable at the economy class rate.

**Paragraph 24. b. Added.** Requests for advance travel funds are made on RIWG-FF3 as outlined above.

**Paragraph 24. c. Added.** All surplus advance funds, receipts and requests for further reimbursements will be submitted to the Wing Administrator within 10 business days of completing travel. Requests for reimbursement will include the RIWG-FF8 (Travel Authorization) along with RIWG-FF9 (Travel Voucher).

William Stranahan, Col. CAP  
RI Wing Commander

**Attachment 1 - COMPLIANCE ELEMENTS**

There are no compliance elements with this supplement.