



MICHIGAN WING SUPPLEMENT 1  
**CAP REGULATION 173-1**

6 November 2020

CAPR 173-1 ICL 17-02

APPROVED/H. LAGERMAN/CAP/FM

Finance

Financial Procedures and Accounting – Travel Policy

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

CAPR 173-1 Paragraph 24. (Added) Michigan Wing Travel Policy is as follows:

- a. When travel is required for Wing business, a Travel Authorization must be submitted to the Wing Commander prior to travel (MIWGF 173-T). The request should include dates, business purpose of travel and estimated cost. All travel anticipated by the Wing Commander that will exceed \$1,500 (unless it is of an emergency nature and time constraints prevent such action) must be submitted to the Finance Committee through DocuSign prior to travel with a quorum approving.
- b. Within 15 days of returning from travel, the member will complete a travel voucher (MIWGF 173-V) for reimbursement. This form must be completed and submitted with all receipts and the Travel Voucher attached. When using the corporate credit card, all receipts must be submitted within 15 days.
- c. Travel expenses should be limited to airfare (when corporate vehicle is not available or time constraints/distance warrants air travel vs driving), fuel expenses, hotel, rental car, parking and registration. Costs will be reasonable and approved as stated in section (a) prior to travel. Meal reimbursements will be limited to \$55 per day.
- d. Routine travel to Wing headquarters will not be reimbursed.
- e. Use of Wing corporate vehicle to travel for corporate business, errands or daily use require proper documentation including but not limited to fuel receipts, miles driven, purpose and destination. Fuel charges on the corporate card will also be supported with the vehicle usage report indicating miles driven, purpose and destination.
- f. Documentation of all expense may be difficult to obtain such as tolls, bus fares, metro cards and baggage fees. A hand written statement of cost, date and purpose of charges may be submitted where substantiation is difficult to obtain. Prior approval is still required for all anticipated and actual costs.

**Attachment 1 – COMPLIANCE ELEMENTS**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-Up	How to Clear Discrepancy
MIWG/FM	Q1	Are Wing personnel complying with Michigan Wing Travel Policy in Michigan Wing Supplement 4 to CAPR 173-1, para 25	Onsite inspection of travel records	(A-Discrepancy): (xx) (Question 1) Unit failed to ensure personnel comply with Wing Travel Policy IAW Michigan Wing Supplement 4 to CAPR 173-1, para 25	Attach a Commander approved Plan of Action to the discrepancy in the Discrepancy Tracking System (DTS)