



GEORGIA WING SUPPLEMENT 1
CAP REGULATION 173-1

30 January 2023

APPROVED /J. MISTICH/ CAP/FM

Finance

FINANCIAL PROCEDURES AND ACCOUNTING

CAP Regulation 173-1, dated 15 November 2012, is supplemented as follows:

6.m. Added. Whenever possible, it is expected that HQ staff use a wing-issued credit card or have payment made directly to the final payee (via check request) in lieu of requesting advancement of funds.

9.b.9. Added. Committee meetings may be conducted via teleconference or electronically via video conference. If members are not able to meet, a meeting may be conducted via email and all correspondences will be uploaded to DocuSign for approval and then uploaded to SmartVault.

14. Added. For Aircraft Maintenance Payments, GAWG will collect for member funded flying through the online Verosa System. Pilots will be billed monthly for charges incurred in the previous month. In the event a pilot fails to submit their payment, the Wing Commander may suspend that members flying privileges until payment has been made.

17.a. Added. All Unit Deposits are to be recorded on GAWGF 9-04 *Deposit Advice for Units Below Wing Level* with all deposited checks individually listed, and a copy of the deposit receipt, will be forwarded to the Director of Finance and Wing Administrator for verification. Deposit Advice Forms must include the full name of the member making the deposit and must be submitted within 7 days of the deposit.

17.b. Added. Units below Wing Level may request advanced funds in order to reduce the financial burden on members provided all requirements for advances are met. Advance Funds will be requested using GAWGF 9-06 *Request for Advanced Funds* and sent to the Wing Administrator for review.

17.c. Added. Once the funds from the Advanced Funds request above have been expended on the approved transaction, the member will submit all receipts along with the CAPF 9-07 *Advance Close Out Reconciliation Form* to the Wing Administrator for reconciliation and closeout of the Advanced Funds Request.

18.a. Added. All Unit requests for reimbursement or payments will be made via the wing form GAWGF 9-05 *Request For Reimbursement for Units Below Wing Level*. The form must be signed by an authorized approver, or the majority of the unit's Finance committee, if the amount requested, is more than \$500.00. If the amount exceeds \$500.00, a copy of the Finance Committee Minutes approving the expense must be attached. Once approved, the form should be forwarded to the Wing Administrator for processing.

18.b. Added. All Wing Level requests for reimbursement or payments will be made via the wing form GAWGF 9-05A *Georgia Wing Headquarters Check Request For General or State Accounts*. Once approved, the form should be forwarded to the Wing Administrator for processing.

20.b. Added. Credit Cards and credit accounts for units below wing level are not authorized per the Wing Commander.

20.c. Added. Members who have been issued a corporate credit card in their name, must complete and submit to the Wing Administrator, a signed GAWGF 9-01 and all receipts (legible). Submission is preferred electronically. The Wing Administrator will upload the GAWGF 9-01, statement, receipts to DocuSign for Finance Committee approval.

24.a. Added. When Travel is required for Wing business, a Travel Authorization Form, GAWGF 9-08 *Travel Request and Reimbursement* will be submitted to the Wing Administrator for discussion. The request should include dates, business purpose of travel, and estimated costs. After review for accuracy and required data, the Wing Administrator will upload the request into DocuSign for approval by a member of the Command Staff.

24.b. Added. Only members of the Headquarters Staff and Group Commanders are authorized to expend Georgia Wing budgeted travel funds. Command Staff may do so at their own discretion, however, all other officers must receive the express written approval from a member of the Command Staff before expending travel funds per 24.a. above.

24.c. Added. Upon completion of the authorized travel, the member will resubmit the CAPF 9-08 *Travel Request and Reimbursement* completing the Expense section to the Wing Administrator within 10 days after completion of the travel. The CAPF 9-08 shall be accompanied by detailed original receipts or scanned copies (must be legible), for **all** expenses incurred. No expenses shall be reimbursed without a valid receipt.

24.d. Added. Authorized travel may be expensed using an authorized Georgia Wing Credit Card, or reimbursed using the Non Credit Card Expense Procedure above.

24.e. Added. Use of corporate aircraft and/or corporate vehicles is the preferred mode of transportation. However, use of commercial aircraft and/or personally owned vehicles (POV) may be used if corporate assets are unavailable or their use is not feasible.

24.f. Added. If a member uses a POV, the reimbursable costs include fuel, parking and toll fees. Members are responsible for all other costs, including traffic and parking violations, repairs, and damage or loss to vehicle.

24.g. Added. The following expenses may be reimbursed as travel: Lodging and tax, Commercial Airline Tickets, Car Rental and fuel for rental, Taxi or Shuttle transportation used in conjunction with air travel, Hotel and Airport Parking, Road and Bridge toll charges, Registration and Banquet Fees (Command Staff only), Other business related hotel fees, Actual and Reasonable Meal Expenses, Other charges only if specifically approved in advance.

24.h. Added. Documentation of all expenses may be difficult to obtain such as tolls, bus fares, and baggage fees. A hand written statement of cost, date and purpose of charges may be submitted where substantiation is difficult to obtain but no guarantee of reimbursement can be provided. Prior approval is still required for all anticipated and actual costs.

24.i. Added. Alcoholic beverages shall not be reimbursed, nor shall a wing credit card be used for their purchase.

26. Added. 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 *Fundraising/Donations* and will be made using the online GAWG Form 9-10 *Fundraising Request Form (on-line only)* on www.gawg.cap.gov. 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. All deposits listed as "Fundraisers" will have attached to them a copy of the Wing Commander's or designee's written authorization of the fundraiser.

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Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no compliance elements to this supplement