



**DE WING SUPPLEMENT 1**  
**CAP REGULATION 173-1**  
**1 APRIL 2019**  
**APPROVED/K. BAKER/CAP/FM**  
**FINANCE**

**FINANCIAL PROCEDURES AND ACCOUNTING**

CAP Regulation 173-1, dated 15 November 2012 with Interim Change Letter 17-02 dated 15 March 2017, is supplemented as follows:

Paragraph 6.i.1. Added: Supporting documentation for expenditures will be accompanied by DEWG Form 5.

24.1.1. Added When travel is required for wing business, a written request must be submitted to the Wing Commander prior to travel using the Civil Air Patrol Travel Authorization (TA) for the current fiscal year. Forms can be obtained from the Wing Administrator.

24.1.2. Added If air tickets need to be purchased, the request shall be made 2 months in advance, if possible, to take advantage of lower airfares offered. If the necessary travel is of an emergency or unplanned nature, the member shall obtain verbal approval prior to travel and submit the TA required by 1.1 (above) as soon as practical.

24.1.3. Added Within 30 days of returning from travel, the member will complete a Civil Air Patrol Travel Voucher, using the NHQ form for the current fiscal year. The member shall attach all receipts and have the wing commander approve. No per diems will be allowed in lieu of actual expenses.

24.1.4. Added Members are to travel by corporate vehicle, unless such transportation is unavailable or impractical. Economy or coach class airfare and, or rental car (up to intermediate class) may be substituted for the corporate vehicle in such cases. If mileage for a personal vehicle is authorized for reimbursement, the Mileage Report form shall be completed and submitted.

24.1.5. Added Travel expenses are limited to airfare (if corporate vehicle is not available or practical), fuel expenses, hotel, rental car, parking, and registration. All costs shall be reasonable and approved prior to travel. Reimbursements will not be given for personal expenses such as: hotel telephone, in-room entertainment, food or drink, including room service, will not be reimbursed, except in circumstances as specifically approved by the wing

commander, or in his absence, vice commander. If necessary for CAP business, reasonable internet access charges may be reimbursed. At no time, will cost of alcoholic beverages be reimbursed.

24.1.6. Added Travel and lodging will be covered for Command Staff for National Board meetings and MER Conferences, if rooms are shared. If a room is shared with non-Command Staff personnel, the reimbursement will usually be pro-rated. Registration and banquet fees for these events may be reimbursed for Command Staff

24.1.7. Added All travel reimbursement must be done by original receipt, credit card statement (detailed receipt showing what was purchased required), or some similar, authoritative document showing the line item costs on Civil Air Patrol Travel Voucher NHQ form.

24.2. Added Meals and Entertainment Policy: the wing commander or vice commander may, at his/her discretion, incur an expense for a meal during a CAP event to include guests of such commander/vice commander. This expense must be properly documented on a CAPF 170 and must include receipt.

ROBERT MOONEY, Colonel, CAP  
Commander

DEWG SUPPLEMENT 1 TO CAPR 173-1      ATTACHMENT 1      1 April 2019

Attachment 1

COMPLIANCE ELEMENTS

There are no compliance elements to this regulation.