VIRGINIA WING SUPPLEMENT 1

CAP REGULATION 173-1

18 September 2026

APPROVED/J. MISTICH/CAP/FM

FINANCE

FINANCIAL PROCEDURES AND ACCOUNTING

CAPR 173-1 dated 15 November 2012, with ICL 17-02 dated 15 March 2017, is supplemented as follows:

6.i(1). Added. All expenditure requests from the unit or wing account will be submitted using a VAWGF 173CR. Subordinate unit approval for expenditures will be documented on a VAWGF 173-1CR. The form is located in the VAWG Finance folder.

17.a Added. All subordinate unit deposits will be documented on a VAWGF 173-1BD and submitted to wing headquarters along with the bank deposit slip. The form is located in the VAWG Finance folder.

10.d. Added. Virginia Wing will utilize the following general procedures as internal controls. Members can only be reimbursed under one wing scholarship program for a given event. A W9 is required to be provided to the Wing Bookkeeper prior to disbursement of scholarship funds to any member.

(1) Education and Training Scholarships: VAWG encourages all senior members to progress through CAP's Education and Training program. In support of that objective, VAWG will offer limited reimbursement of tuition/course fees and/or expenses for attendance by VAWG senior members to attend courses or conferences lasting 3 days or longer that are required for education and training progression, specialty track advancement, or duty assignment requirements (e.g. Level V course, Inspector General College, National Legal Officers College, Safety Officers Course, ICS 300/400). Members of the wing staff are also eligible if the training enhances their knowledge related to their wing staff position. Reimbursement depends on available funds, as identified in the approved fiscal wing budget each year, and must be arranged in advance with the VAWG Director of Education and Training.

(a) The reimbursement request must include proof of the original payment of tuition/course fees and/or expense receipts that were approved in advance and proof of graduation/completion of the course or conference.

(b) The VAWG Director of Education and Training will administer this scholarship program.

(2) Cadet Program Scholarships: The VAWG Director of Cadet Programs (DCP) will determine the eligibility criteria, application process, and selection for Encampment, National Cadet Special Activities (NCSAs), Region Cadet Leadership School (RCLS), and Flight Training scholarships as identified in the approved fiscal wing budget each year. The plan will also specify required documentation and procedures for reimbursement in the various categories.

(a) The DCP will submit the plan to the VAWG Finance Committee for approval at least two weeks prior to the announcement of opening applications, usually at the beginning of each fiscal year.

(b) Once approved, the DCP will publish the plan to all VAWG cadets, commanders, and deputy commanders for cadets and administer the program.

(3) Aerospace Education (AE) Scholarships: VAWG encourages senior members to participate in Aerospace Education activities. In support of that objective, VAWG will offer limited reimbursement of tuition/course fees and/or expenses for attendance by VAWG senior members to attend AE courses or conferences lasting 3 days or longer that are required for education and training progression, specialty track advancement, or duty assignment requirements. Members of the wing staff are also eligible if the training enhances their knowledge related to their wing staff position. Reimbursement depends on available funds, as identified in the approved fiscal wing budget each year, and must be arranged in advance with the VAWG Director of Aerospace Education.

(a) The reimbursement request must include proof of the original payment of tuition/course fees and/or expense receipts that were approved in advance and proof of graduation/completion of the course or conference.

(b) The VAWG Director of Aerospace education will administer this scholarship program.

(4) eServices "Registration Zone" for Wing and Unit Events: The eServices-hosted Registration Zone is the preferred platform to collect payments for wing and subordinate unit events.

(5) Jotform for Unit Events, Squadron Dues, and Payment for Member-Funded Aircraft Use: The use of the website Jotform (jotform.com) is an authorized method to collect online payments for subordinate unit events and squadron dues. All Jotform payment processing is conducted through PayPal (including credit card, debit card, PayPal, and Venmo transactions). Squadrons wishing to establish a Jotform payment arrangement will contact the VAWG Director of Finance to coordinate setup and ensure compliance with this supplement.

(a) Event and dues budgets must account for all transaction fees assessed by Jotform and PayPal.

(b) All payments will be processed electronically through the Jotform/PayPal platform. Payment by paper check or cash is not authorized through this method.

(c) Only Wing-authorized Jotform accounts integrated with the wing's PayPal account may be used to collect payments. Units will not establish independent Jotform payment accounts.

(d) PayPal transaction payouts will be deposited into the wing's subordinate unit account.

(e) The squadron's Jotform event/dues must first identify their charter number (e.g. VA001 Unit Banquet, VA001 Member Dues) and also include the full squadron name on the page.

(f) Each Jotform item entry must clearly identify their charter number and the purpose of the payment (e.g., squadron dues, event registration, squadron merchandise). Without this identifying information, funds will be delayed in being allocated to the squadron.

(g) Refunds:

1 VAWG and subordinate units are not automatically obligated to issue refunds. Refund requests will be reviewed on a case-by-case basis by the Wing Director of Finance, the Wing Deputy Commander, or the Wing Commander.

2 It is highly advised that each Jotform or event announcement clearly state the refund policy, including conditions under which a refund will or will not be granted and whether the registrant is responsible for non-refundable transaction fees.

3 Approved refunds will be processed by the Wing Bookkeeper . Please provide a request, receipt of the original payment, name and address of person to be refunded. After payout, standard reimbursement procedures established in CAPR 173-1 and this supplement apply.

4 Use of Jotform may be discontinued at the direction of the VAWG Finance Committee if/when another platform is made available by NHQ. The Director of Finance will adapt this guidance to the replacement platform and issue updated procedures as appropriate.

24.a. Added. VAWG establishes the following procedures for the approval and reimbursement of travel expenses from VAWG funds. It applies to all travel by volunteer members of VAWG when the traveler's expenses are paid from VAWG funds either by direct payment (including credit card) to vendors or by reimbursement to the member.

(1) All travel will be for the benefit of VAWG.

(2) All travel shall be necessary for the furtherance of VAWG's missions or business.

(3) All travel costs shall be reasonable in amount.

(4) All travel shall be approved in advance. If the total travel expenses are estimated to be less than or equal to $1,500.00, then approval may be granted by the Wing Commander. If total travel expenses are estimated to be more than $1,500.00, then the Wing Finance Committee must grant approval. Requests will be in writing using VAWGF 173TA, VAWG Travel Authorization Request Form. Form located in the VAWG Finance folder.

(5) Economical means of travel must be utilized, e.g. advance purchase of air fares, long term parking lots, small rental cars (appropriate for the number of travelers using the vehicles), standard hotel rooms, etc.

(6) Use of CAP corporate aircraft or member-furnished aircraft or CAP corporate vehicles or member-furnished vehicles for travel is permitted but subject to this policy as well as other applicable CAP regulations and policies. Reimbursement for private aircraft or vehicles will be for actual fuel expenses ONLY. Mileage fees or maintenance fees will not be paid for privately owned aircraft or vehicles.

(7) The costs of alcoholic beverages are not a permitted travel expense and will not be reimbursed.

(8) Lodging and meal costs may be reimbursed for travel spanning at least one night away from home. The amount will be reimbursed up to the daily rate (adjusted on travel dates) specified for the area in question by the current GSA Per Diem Rates from gsa.gov (for travel within the Continental United States), unless approved in advance when GSA rates are not available.

b. Receipts are required for all travel expenses. The traveler shall submit a request for reimbursement with all necessary receipts, the preapproved VAWGF 173-1TA, and a completed VAWGF 173-1CR using standard reimbursement procedures. Use CAPF170, *Business Meals and Entertainment Form*, as appropriate. The approved VAWGF 173TA must be included with the receipts.

PATRICK C. FULGHAM, Colonel, CAP
Commander

Attachment 1 - COMPLIANCE ELEMENTS

There are no compliance elements associated with this Supplement.