



WY WING SUPPLEMENT 1

CAPR 173-1

31 OCTOBER 2011

Finance

FINANCIAL PROCEDURES AND ACCOUNTING

CAPR 173-1, dated 8 December 2009, is supplemented as follows:

6i.(1). Added. Each individual invoice submitted to the Finance Officer for payment **MUST** contain an authorized approval signature. This should be evidenced by “approved” stamp with initials, or signature, visible on the first page of the invoice from authorized approving agents.

6i.(2). Added. The following staff members are authorized to approve invoices for expenses and amounts as listed below:

<u>Staff Member</u>	<u>Type of Expenses</u>	<u>Amount Limit</u>
Wing Commander	May approve all types of expenses	up to \$1,500
Vice Commander	May approve all types of expenses	up to \$1,500
Chief of Staff	May approve all types of expenses	up to \$1,500

6i.(3). Added. The Finance Officer is given authority to approve and pay the following reoccurring expenses without approval from staff members above:

<u>Type of Expense</u>	<u>Amount limit per invoice</u>
Utilities/telephone	\$500
Office supplies/postage	\$500
Gasoline credit card	\$1,000
Aircraft fuel	\$1,000
CC's travel – Nat. Bd.	\$1,000
Conferences/meetings	\$1,000
Mission reimbursements	\$1,000
Miscellaneous	\$500

6i.(4). Added. Any payment over \$1,500 requires approval by a majority of the Finance Committee (minimum of 4 members).

6i.(5). Added. All invoices over \$1,500 will be sent to Finance Committee members in Sertifi®, and approvals will be only made with Sertifi®.

6i.(6). Added. Invoices that have been approved for reimbursement by National Headquarters are exempt from the Finance Committee approval, as stated above.

6i(7). Added. The finance committee must approve transfer from one wing account to another, e.g., savings to checking. Transfers over \$5,000 require approval through Certify ® by a majority of the Finance Committee (at least 4 members); all others require at least one member.

6 l(3)(a). Added. MULTI-SERVICE Aircraft fuel cards:

6 l(3a)(1). Added. These cards are in each aircraft and will be used only for the following aircraft fuel purchases:

- All AF Assigned missions
- CAP Corporate missions approved by the Wing Commander, excluding corporate proficiency flights under the WY_MISC C-17 symbol that are to be paid by the CAP member.

6 l(3a)(2). Added. All fuel tickets will be uploaded to WMIRS. Pilots who fail to do so will be notified to comply within an additional 7 days. Pilots who fail to upload a fuel ticket within this 14-day period will have their flying privileges suspended, and they will be billed for the fuel ticket cost. All fuel tickets will be marked with the following:

- Date
- Aircraft number
- Mission number and WMIRS sortie number

6 l(3)(b). Added. Wing-authorized credit cards:

6 l(3b)(1). Added. WRIGHT EXPRESS FLEET SERVICES vehicle fuel cards. These cards are in each corporate vehicle and will be used for all official use fuel purchases.

6 l(3b)(2). Added. Vehicle fuel tickets must be uploaded into WMIRS (for missions if applicable) or sent to the Wing Administrator within 7 days of the purchase date. Drivers who have missing fuel tickets will be notified to comply within an additional 7 days. If the driver fail to upload the fuel ticket, their driving privileges will be suspended and they will be billed for the fuel ticket cost. Fuel tickets will be marked with the following:

- Date
- Vehicle number
- Mission number and WMIRS sortie number (if applicable)

6 l(3b)(3). Added. Vehicles should begin with a full tank of gas (not charged to this activity) and should be filled again upon completion of this authorized activity.

6 l(3b)(4). Added. Corporate credit cards:

6 l(3b)(4a). Added. Only the Wing Commander, Aircraft Maintenance Officer, and the Wing Administrator will be assigned bank cards. Use of the Wing credit cards will comply to financial procedures listed in CAPR 173-1, para 20.

6 l(3c). Added. Individuals and units who do not adhere to the procedures in this supplement and CAPR 173-1 will have their credit card privileges suspended until they are properly trained. A second infraction will result in a suspension no less than 180 days, and further training.

6 l(4)(a). Added. Members of the Wyoming Wing staff have instances where travel to in state and out-of-state locations for official business are required. This memo defines the travel reimbursement policies for the Wyoming Wing.

6 l(4)(b). Added. All projected travel must be pre-approved. Reimbursement for travel for the Wing Commander, Vice Wing Commander and Chief of Staff will be approved by the Wing Commander, if the projected amount is under \$1,500; if over, Finance Committee approval is required. Travel for staff members must be approved in advance by a majority of the Finance Committee (at least four members); a share of the expense may be required of the member.

6 l(4)(c). Added. Travel by corporate aircraft/vehicle must be considered first before using privately owned transportation.

6 l(4)(d). Added. Meals are reimbursable when pre-approved for boards, inspections, and other official duties.

6 l(4)(e). Added. Wyoming Wing CAP business transportation expenses **inside Wyoming:**

6 l(4e)(1). Added. Corporate vehicles will be reimbursed for fuel. Member owned vehicles (POVs) will be reimbursed at \$0.30 a vehicle mile. The request should include the actual mileage or based on a Web-based map program (<http://maps.google.com/>). All travel must be pre-approved by the Wing commander.

6 l(4e)(3). Added. There will be no reimbursement of travel mileage for distances less than 50 miles (one way) unless approved by the Wing Finance Committee.

6 l(4e)(4). Added. Travel to and from the Wing Conference, Squadron Leadership School, Corporate Learning Course, and Unit Commander's Course will not be reimbursed by Wing Funds.

6 l(4e)(5). Added. Travels expenses such as gas and motel room, if needed, for Subordinate Unit Inspection Teams, Investigating Officers, and Inspector General will be paid.

6 l(4)(f). Added. Wyoming Wing CAP business transportation expenses **outside Wyoming:**

6 l(4f)(1). Added. Travel reimbursement to National Board will only be authorized for the Wing Commander (or his/her designated representative) during the summer boards, and the Wing Commander and Legislative Liaison Officer during the Winter Boards.

6 l(4f)(2). Added. The lowest commercial air fare shall be determined by using the Travelocity.com web site (<http://www.travelocity.com>) and choosing the lowest available fare (including taxes) that is published for travel more than 30 days from the estimate. If the travel date is less than 30 days from the submission date, the lowest fare for 30 days from the

submission date will be used. The request shall include copies of the web pages showing the air and hotel lowest amounts.

6 l(4f) (3). Added. Lodging expenses – A percentage of the single room rate: Wing CC 100%; Wing CV & CS 75%, Squadron CC and Wing Department Directors 50%. If members room together, the reimbursement will not exceed the cost of the room. The maximum lodging costs shall be obtained from the official Pentagon per diem tables available at <http://www.defensetravel.dod.mil/> for the destination city.

6 l(4)(g). Added. Attendance at an activity. When attendance is directed, by the Wing commander, to participate in an activity, reimbursement for transportation and lodging is authorized.

6 l(4) (h). Added. Reimbursements Procedures for travel. A WYWG Form 174 must be forwarded to the Wing commander for signature in the approving authority block. All itemized receipts must be attached. Failure to attach receipts will result in denial of payment for portions missing.

6 l(4h)(1). Added. Submit requests for exceptions to the Finance Committee through the Chief of Staff.

6m(1)(a). Added. Authorization for the Wing to pay any subordinate unit's reoccurring expense from the unit's account must fill out the WYWG Form 173RE.

6m(1)(b). Added. Authorization for reoccurring expenses will not be authorized for amounts over \$300. If a reoccurring expense exceeds this amount, the unit commander will be contacted to fill out a WYWG Form 173a authorizing a onetime payment for the expense.

6m(1)(c). Added. A new WYWG Form 173RE will be completed each 1 October to continue authorizing the Wing to pay unit reoccurring expenses from the unit's account.

Certified 31 October 2011, Col. John E. Mitchell, CC