



FINANCIAL MANAGEMENT PROCEDURES – CREDIT CARDS, FUNDRAISING, TRAVEL

SUMMARY OF CHANGES.

CAPR 173-1, dated 15 November 2012, ICL 17-02 dated 15 March 2017, is supplemented as follows. This supplement has been substantially revised and must be completely reviewed.

SUMMARY OF CHANGES. This supplement prescribes the procedures for North Dakota Wing members to comply with CAP financial regulations, the use of the NHQ and Wing provided credit cards, how to turn in expense reports, and other miscellaneous financial activities. It also details travel procedures for ND Wing members. **Note: Shaded areas identify new or revised material.**

6g. (Added) Squadron CAPF-172 Consolidated Finance Authorizations. All squadrons must have a current CAPF-172, Consolidated Finance Authorization, on file (see CAPR 173-1, 6g & 9c(1)). After a squadron change of command, in exceptional and limited circumstances when a CAPF-172 is not yet on file, the Wing Commander may accept squadron spending/reimbursements up to \$500 if approved by the Squadron Commander. If the Squadron Commander incurs the expenses, the Wing Commander must approve the expense.

6m. (Added) Receipt Information Requirements. The following information must be on all receipts, regardless of funding source. If the information is not pre-printed on the receipt, the information must be written on the receipt prior to uploading to WMIRS or attaching to a CAPF 108.

- (1) Name of business from which you are purchasing.
- (2) For fuel, cost per gallon of fuel.
- (3) For fuel, total gallons.
- (4) Total Cost.
- (5) Date/time of purchase.
- (6) Vehicle/aircraft identification (Vehicle ID or tail number).
- (7) Mission and Sortie number.
- (8) Driver/pilot/purchaser printed name and CAPID.

9c.(2). (Added) Funding Sources. Some CAP activities are funded by the Air Force. Payment procedures for Air Force Assigned Missions (AFAM) are different than those paid from other sources. Particular attention must be given to insure proper documentation of AFAM expenses. All AFAM funded missions are identified with either an “A”, “M”, “T”, or “1” as the middle digit in the mission number; ex: 16-x-1234. When in doubt, ask the mission IC or the Wing Director of Operations.

13. (Added) Use of WMIRS.

(1) All vehicle use will be entered into WMIRS as sorties under the appropriate mission number. The vehicle should be refueled after each sortie, within reason.

(2) All aircraft use will be entered into WMIRS as sorties under the appropriate mission number. The aircraft will be refueled after each sortie.

(3) All fuel put into corporate vehicles or aircraft must be done using the Voyager Fleet or Shell Fleet card and have an associated sortie. If a squadron is paying for the fuel, a sortie should be entered using the ND-MISC mission number and a check request and accompany receipt sent to NDWG HQ.

(4) Wing funded sorties will use the annual “B” mission or ND-MISC mission number, as appropriate.

(5) From time to time missions will be created for specific activities such as encampment or support of the Air Force.

17. (Added) Deposits. NDWg Form 173-4 (Deposit) will be used to deposit funds to the US Bank Unit account. A copy of the bank deposit receipt will be attached and forwarded to Wing Headquarters.

18.a. (Added) Payments. Requests for payment to individuals and/or vendors will use NDWg Form 173-3 (Check Request). Receipts must be attached and forwarded to Wing Headquarters.

18.b. (Added) ND Wing Headquarters Funds Expenditures. NDWG Form 173-5 applies to the ND Wing Headquarters ONLY. This form will be used by the Headquarters for approval and expenditure of Corporate and State funds.

20.a.(1) (Added) Aircraft Fuel.

(a) For **AFAM funded** missions, use the **Shell Fleet card** in the aircraft binder. On the WMIRS sortie debrief page, check the “NHQ Shell Card Paid” box.

(b) For **State funded** missions use the **Synovus Fleet card** in the aircraft binder. On the WMIRS sortie debrief page, do not check any box.

(c) For non-funded or squadron funded missions, please use your own card. You may still upload the receipt to WMIRS for verification of refueling.

20.a.(2) (Added) Corporate Vehicle Fuel.

(a) For **AFAM funded** missions use the **Shell Fleet card** in the vehicle binder. On the WMIRS sortie debrief page, check the “NHQ Shell Card Paid” box.

(b) For **State funded** missions use the **Synovus Fleet card** in the vehicle binder. On the WMIRS sortie debrief page, do not check any box.

(c) For non-funded or squadron funded missions, please use your own card. You may still upload the receipt to WMIRS for verification of refueling.

(d) The Shell Fleet card should also be used for all vehicle minor maintenance under \$250 per transaction.

24. Travel

a. North Dakota Wing (NDWG) travel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol (CAP) programs and services. NDWG will pay for member’s travel when authorized by the Wing Commander. Members are expected to observe CAP regulations, policies, and procedures when traveling on CAP business.

b. While this policy strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member. The member should be aware of the right of wing staff to review claims and should therefore maintain sufficient records to validate expenses incurred.

c. Should travel be necessary, it is the member’s responsibility to keep the costs associated with the trip to a reasonable minimum.

d. Members on wing business travel are official representatives of Civil Air Patrol and the ND Wing and it is expected that their public behavior will, at all times, project an image that is a credit to the organization.

e. To be reimbursed, member costs for travel, fuel, etc. must be reasonable and in accordance with CAP regulations and Wing policies. The general criteria for a reimbursable expense are reasonableness of the expense, wing-related business purpose, and prior approval of the Wing Commander.

f. Acceptable expenses include, but are not limited to, lodging, air transportation, vehicle fuel, taxi fare or car rentals, and purpose-related telephone calls.

g. CAPF 108 is to be used to document travel and obtain reimbursement. The CAPF 108 should be filed within 15 days after the completion of the travel. Only reasonable wing related expenses may be reimbursed. All required receipts for reimbursed expenses should be attached to the form. The traveling member must sign the CAPF 108 verifying validity. Reimbursement will not be made without itemized receipts except for approved per diem meals.

h. All travel funded using State appropriated funds must include an IRS Form W-9 (available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>) and State of North Dakota Non-Employee Travel Reimbursement Claim Form (available at <http://www.nd.gov/eforms/Doc/sfn10230.pdf>) which must be completed and forwarded to the Wing Director of Administration (da@ndcap.us) for processing.

i. **Travel expenses paid with wing credit cards.** Receipts for authorized credit card purchases will be scanned and emailed to the Wing Director of Administration along with a description of the purpose and details within 15 days of use, even if they are uploaded into WMIRS.

j. **Travel advances.** The Wing Commander will approve travel advances on a limited case-by-case basis. The member must submit a budget report to the Wing Commander detailing the estimated costs of the wing-related travel. The Wing Commander will determine the authorization and amount of the travel advance. Traveling members receiving travel advances will be required to repay any funds that are in excess of actual expenses incurred. The member will submit a report listing expenses incurred and will attach respective original receipts to the report. If the member does not submit the report with all receipts within 15 days, the member will be responsible for reimbursing the wing the entire amount of the advance.

k. **Air travel.** When air travel is required airline reservations will be made by the member's personal credit card or a wing credit card. Advance written approval must be obtained from the Wing Commander for air travel. The Wing Commander need not seek prior approval unless the air travel cost exceeds the amount requiring approval by the finance committee in accordance with CAPR 173-1. Non-refundable tickets are to be used for the ticketed flight. In the event the member's itinerary changes prior to departure and a change fee is charged, the wing will reimburse the change fee only with approval of the Wing Commander.

(1) For purposes of obtaining the best fare possible, the member should be reasonably flexible regarding flight times. A member will need to obtain three price quotes using a travel service such as Orbitz or Travelocity. Reimbursement will be for the lowest of the three quotes without regard to whether that fare is selected for travel. The member will pay the fare difference. Coach class (or lowest available) should be used by all members. Business and First class fares are not authorized. Unused non-refundable tickets are to be applied to future tickets.

(2) If personal or other non-CAP business is to be combined with CAP air travel only a round trip fare, as determined above, to/from the CAP function will be reimbursed. The member will be responsible for paying the differential fare above the CAP reimbursement amount. CAP credit cards are not to be used if the airfare is a combination of CAP and non-CAP activity.

(3) Cost saving measures should include parking in long-term lots for trips. All parking expenditures should be itemized on the wing travel form and receipts need to be attached. Private aircraft expenses will be paid only with the Wing Commander's prior written approval along with a copy of an appropriate, current pilot certificate and proof of insurance. Reimbursement will be only for fuel unless prior written arrangement have been made with the Wing Commander.

l. Ground transportation.

(1) Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP wing vehicles for transportation during wing-related travel. If a rental car is required, members will select the lowest cost rental vehicles that meet purpose requirements. Members shall retain receipts for this along with any fuel purchased for the rented vehicle. Luxury size sedans or SUVs are not allowable without prior approval of the Wing Commander. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of reserved model.

(2) With prior approval from the Wing Commander, the wing may reimburse fuel for members who use a personal vehicle for travel. Tolls and parking charges may also be reimbursed for both personal and rented vehicles. Members are responsible for all other expenses incurred while driving their personal vehicles, including moving traffic violations and parking tickets.

(3) The wing will not compensate the member using his/her own vehicle for any physical automobile damage incurred during the trip. Nor will vehicle maintenance, servicing, washing or repairs be paid.

m. Lodging.

(1) Except as provided for in CAPR 173-3, all lodging must be approved prior to the event by the Wing Commander, in writing.

(2) Lodging will be reimbursed at the prevailing North Dakota state rate. When making reservations, request the state rate.

(3) If members incur lodging expenses in excess of the approved rates they will be reimbursed only up to the approved state rate.

n. Miscellaneous.

(1) Reasonable charges for communications made for wing-related purposes will be reimbursed. Receipts for those charges must be attached.

(2) Reasonable tips for baggage handling and taxi may be reimbursed.

(3) Reasonable charges for registration fees may be reimbursed.

Alcoholic beverages will not be reimbursed.

(4) Personal laundry and cleaning and pressing of clothing will not be reimbursed.

25b.(1) (Added) Business Meeting Meals and Entertainment.

(a) Business meeting meals or entertainment must have a business purpose and must include two or more persons. Prior written permission of the Wing Commander and the unit finance committee is required.

(b) Use of credit card: A credit card is the preferred method of payment.

(c) Reimbursement: If the expense was out-of-pocket, it may be submitted for reimbursement on the form. Tips for business meeting meals or entertainment are reimbursable up to 20% of meal cost. A CAPF 170 will be submitted with the receipt.

(d) Alcoholic beverages: Regardless of the payment method used, alcoholic beverages associated with a business meeting meal or entertainment will not be charged to a wing credit card and will not be reimbursed.

25c. (Added) Personal Meals.

(1) Three personal meals per day may be paid at the current North Dakota State authorized reimbursement rates for overnight travel. Receipts for meals need not be turned in. If meals are provided by the hotel, airline or in conjunction with an event they must be deducted from the allowed amount. Members may not claim reimbursement for same-day travel meals.

(2) CAPF 108s will be used for all member reimbursements on AFAM funded missions. Use the Shell Fleet card for fuel only.

(3) Attach receipts on all submissions.

(4) Get appropriate financial approval from the Wing Commander or Incident Commander.

(5) Business meals must have unit finance committee approval in advance of the meal (see paragraph 24).

(6) For travel, attach travel authorization. Wing commander permission may be by e-mail (see paragraph 24).

(7) Reimbursement request must be submitted within 60 days of financial activity or reimbursement may be denied.

(8) Mail or scan and e-mail completed form with all attachments to the Wing Director of Administration (da@ndcap.us) for wing approval. They will be forwarded to the Wing Administrator for payment.

26a. (Added) Fundraising.

(1) Squadrons must submit a Fundraising Request to the Wing Commander at least a week prior to the requested fundraising activity. The activity will not proceed without written approval of the Wing Commander. Such approval may be in the form of an e-mail with the Wing Director of Finance and the Wing Administrator copied.

(2) Within 15 days after the activity, the squadron must complete and submit a fundraising report to the Wing Administrator. This can be scanned and e-mailed.

(3) All fundraising activities must comply with CAPR 173-4.

JOHN P. STEINER, Colonel, CAP
Commander

Attachment 1 - COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
DA	1	Do all CAPF 108s contain all required documentation IAW NDWG Supplement 1 to CAPR 173-1?	All receipts should be annotated IAW para 6m.	(A-Discrepancy):[xx] (Question 1) DA failed to ensure that all receipts contained the proper annotations IAW NDWG Supplement 1 to CAPR 173-1, para 6m.	Attach a copy of the corrected receipt to the discrepancy in the Discrepancy Tracking System (DTS).
DA	2	Are all travel policies followed?	Review of all travel reimbursement documents.	(A-Discrepancy): [xx] (Question 2) DA failed to ensure that all document for reimbursement for travel are IAW NDWG Supplement 1 to CAPR 173-1, para 24.	Attach a copy of the Documents to the discrepancy in the Discrepancy Tracking System (DTS).