

# Wyoming Wing, Civil Air Patrol Financial Management Procedures

In Accordance with CAPR 173-1

13 December 2016

## 1. Invoice Approval Policy

- a. Wing Expenses - All invoices must be submitted on a Wyoming Wing Request for Reimbursement (WYWG Form 174) for approval by the Wing Commander, Vice Commander or Chief of Staff. The invoice will be attached to the request. Invoices in excess of \$1,500 must be approved by the finance committee using Sertifi. All CAP members are required to submit their own reimbursement requests with proper approval by their respective superior, and finance committee if required.
- b. Squadron Expense – All invoices must be submitted on a Wyoming Wing Check Request for Units Below Wing Level (WYWG Form 173A). Squadron commander approval is required. Expenses to be reimbursed to the Squadron Commander must be approved in accordance with the Squadron's Consolidated Financial Authorization form on file at Wing HQ. Expenses over \$500.00 require two signatures and approval from the squadron's finance committee.

## 2. Credit Cards

### a. Credit Card Reconciliation

- i. Wing and Squadron credit card receipts and a completed Wyoming Wing Credit Card Reconciliation Form (WYWG Form 175) must be submitted to the Wing Administrator by the member to whom the card is issued within 7 days of the end of the billing cycle, currently the 21<sup>st</sup>/22<sup>nd</sup> of each month.
- ii. MultiService and WEX fuel card receipts must be sent to the Wing Administrator within seven (7) days of the expense.
- iii. All receipts for the Shell Credit Cards must be uploaded into WIMRS within 72 hours to the appropriate mission/sortie.

- b. **Wing Credit Cards** - Credit cards are issued to the Wing Administrator and members of Wing staff on an as needed basis. Their use is limited to the purpose for which they were issued. All charges to an individual's credit card are the sole responsibility of the individual to whom the credit card is issued. Cards cannot be used to pay for the expenses of another CAP unit, CAP member or individual without prior approval of the Wing Commander or his/her designated representative.

#### i. Credit Card Use/Purpose by position

1. Wing Commander – all expenses associated with his/her duties as commander including travel to National Conferences.
  2. Wing Legislative Officer – travel to National Conference in Washington, D.C (formerly called Winter Board).
  3. Wing Aircraft Maintenance Officer – expenses related to aircraft maintenance, items required on aircraft, etc.
  4. Wing Administrator – office supplies, SPOT device annual rental, air charts, conference and other Wing expenses.
- ii. Personal use of credit cards is **strictly prohibited**. Any unauthorized expenses incurred

during official travel must be paid with the member's personal funds or personal credit card, i.e. alcoholic beverages, room service, phone charges, movies, etc.

- iii. One warning will be issued for failure to follow credit card procedures. A second offense will result in cancelation of the card and the member will be liable for all charges and disciplinary action.
- iv. Cash advances are **strictly prohibited** and will result in immediate termination of the member's card.
- v. Lost or stolen credit cards must be reported to the credit card issuer, the Wing Commander, Wing Director of Finance and Wing Administrator immediately.
- vi. In accordance with CAP Regulation 173-1, all credit card payments must be approved by the Finance Committee. Large or unusual expenses and all expense in excess of \$1,500 must have preauthorization by the Wing Finance Committee through Sertifi.

**c. Squadron Credit Cards**

- i. Cards are authorized for issue to the Squadron Commander in their name.
- ii. Prior to being issued credit cards each squadron must submit a written credit card financial management procedure to the Wing Finance Committee. Each card will have a credit limit determined by the Wing Commander or Wing Finance Committee. The monthly charges may not exceed the credit limit and/or the unit's available funds.
- iii. All Wing credit card policies apply to Squadron cards.
- iv. Cards will be billed directly to Wing Headquarters. A Wyoming Wing Credit Card Reconciliation Form (WYWG Form 175) and all supporting documentation to include detailed receipts and appropriate approvals will be submitted to the Wing Administrator within seven (7) days after the billing cutoff date (currently the 21<sup>st</sup>/22<sup>nd</sup> of each month).
- v. Failure to provide receipts and/or approvals or misuse of the card will result in immediate cancelation of the card and reimbursement by the card holder.

**d. Shell Credit Cards**

- i. Shell credit cards are to be used only for missions that are funded by the U.S. Air Force, normally "A" missions. The receipts must be uploaded into WIMRS within 72 hours. The cards will be used for fuel and oil only on the aircraft and fuel and maintenance for the wheeled vehicles. Use for any other type of expense will require prior approval of the Wing Commander, Wing DO, or Wing LGT.
- ii. Each card is assigned to a specific aircraft or vehicle. The cards must not be used for another aircraft or vehicle.

**e. MultiService Cards**

- i. A MultiService card is issued to each plane for the purchase of aviation fuel and oil.
- ii. Fuel receipts must be uploaded in WMIRs as soon as possible but no later than 72 hours after the charges are incurred. The card is to be used for missions other than those funded by the Air Force. These are normally either "B" or "C" missions. Non-fuel receipts will be sent to the Wing Administrator within seven days of the charge.
- iii. Cards are not to be used for member paid flying.
- iv. Failure to provide receipts or obtain prior approval when required may result in the member's privilege to use the card being revoked and/or card cancellation. Repeat offenses of failure to provide receipts will result in member being grounded by the Wing Commander.

#### f. **WEX Fuel Cards**

- i. A WEX credit card is issued to each motor vehicle. The card is to be used for missions other than those funded by the Air Force. These are normally either "B" or "C" missions.
- ii. With prior approval from the Wing Transportation Officer or one of the officers listed in Section 1 above, cards can be used for other items needed for the vehicle, i.e. tire repair, wiper fluid, oil, etc.
- iii. All receipts, whether uploaded to a sortie in WMIR or not, must be submitted to the Wing Administrator no later than 7 days after the charge is incurred. Electronically transmitted copies are preferred.
- iv. Failure to provide receipts or obtain prior approval when required may result in the member's privilege to use the card being revoked or in card cancellation.

### 3. **Checking Accounts**

#### a. Wing Checking Account

- i. Checks issued to pay invoices or other requests will be signed by individuals listed on the Wing CAPF172 after the appropriate approval has been documented.
- ii. All supporting documents will be approved by the Wing Commander or other authorized member as indicated on the CAPF 172. This approval will be signed and dated on the document.
- iii. Actions requiring the approval of the Wing Finance Committee may be completed via Sertifi or in person.
- iv. Checks will not be issued prior to the approval process is completed. The approval and check issuance may be completed on the same day.

#### b. Squadron Checking Account

- i. The squadron checking account will be maintained at the Wing.
- ii. Requests for checks must be submitted by the unit accompanied with the WYWG Form 173A. The form must have the appropriate approval signature(s) and Unit finance Committee approval if over \$500.00.
- iii. Deposits to the account may be sent to the Wing Administrator or completed by the unit if a branch of the bank is local. A copy of the deposit slip and WYWG Form 173B must be provided to the Wing Administrator if local deposits are completed.

### 4. **Travel Policy**

Travel expenses for members performing official Wing duties **may** be paid if preapproved by the Wing Commander or his/her designee or the Wing Finance Committee (if over \$1,500). Because Wing funds are limited, members must seek the most cost effective means of travel.

- a. All travel must have prior approval. The Wyoming Wing, Civil Air Patrol Travel Voucher (WYWG Form 176) must be completed to obtain reimbursement of expenses. Any form not submitted within 20 days of travel end will not be reimbursed.
- b. Travel within the state of Wyoming
  - i. Travel by privately owned vehicle (POV) will normally only be authorized when no corporate vehicle (COV) or aircraft is available. The approval decision will be made by the Wing Commander or his/her authorized representative.
  - ii. Corporate vehicle or aircraft fuel will be charged to the appropriate credit card provided.
  - iii. Actual fuel expenses will be reimbursed for POV use in excess of fifty miles from point of origin. Vehicle must be completely fueled at member's expense before departure. All receipts for fuel during the trip and upon return to the point of original will be reimbursed.
  - iv. Meals are reimbursable when preapproved. A reasonable tip is allowed but must be documented on the receipt. Receipt must be detailed (not just the sums). No alcohol

will be reimbursed. Meal cost should be reasonable for the area.

v. No travel to and from Wing conferences, courses or training sessions will be reimbursed.

c. Travel out of state

- i. Travel to National Conferences and the Wing Commanders Course is approved for the Wing Commander. The Government Relations Officer is authorized to attend the Conference in Washington, D.C (formerly winter boards).
- ii. Staff holding Wing issued credit cards may use those cards for all authorized travel expenses within the credit limits for themselves and/or other Wing members with authorized travel. Use of a card for other than the cardholder must have prior approval of the Wing Commander or his/her designated representative.
- iii. Members without Wing issued credit cards will be responsible for payment of all expenses from their own funds and will be reimbursed upon submission of the appropriate forms.
- iv. The lowest commercial airfare should be chosen after using available travel search sites to compare. Members are NOT required to fly budget airlines.
- v. Hotel rooms may be affiliated with the event. If they are not, room rates should also be researched to ensure the best value for a reasonable room.
- vi. Car rental is not generally allowable and must be preapproved if no other means of transportation is available.
- vii. When multiple members are attending the same function, transportation should be shared whenever possible.

5. Approval

This Financial Management Procedure approval is documented by the signatures of the Wing Finance Committee submitted via Sertifi.

E-Signed : 12/15/2016 12:48 PM CST

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