



OREGON WING SUPPLEMENT 1

CAP REGULATION 173-1

02 November 2023

APPROVED/S. STEELE/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURE

CAP Regulation 173-1, dated 15 November 2012, including ICL 17-02, dated 15 March 2017, is supplemented as follows:

33. (Added). **Oregon Wing Deposit Policy**

33.1. (Added). All deposits of funds to Wing or Unit accounts will include submission of a completed Oregon Wing Deposit Advice Form (ORWG Form 173-101). The form will be submitted to the Wing Administrator, electronically, with deposit slips and supporting documentation.

34. (Added). **Wing Procurement and Expense Approval Policy**

34.1. (Added). Members will not imply or otherwise commit to spending any money before it is approved in accordance with CAPR 173-1, applicable CAPF 172s, and this Supplement.

34.2. (Added). All check request approvals will be submitted to the Wing Administrator on Oregon Wing Check Request Form (Oregon Wing Form 173-103) with receipts and approved via DocuSign before a reimbursement is issued. All disbursement checks are issued by the wing Director of Finance or wing Administrator.

35. (Added). **Wing Travel Policy**

35.1. (Added). Travel Proposals.

35.1.a. (Added). For a mission critical need or emergency, members may submit a travel proposal via email to the Wing Commander, with a copy to the Wing Director of Finance, in advance of travel start. The request should include dates of travel, business purposes of travel, method of travel, and estimated cost.

35.1.b. (Added). The Wing Commander will consider such requests and respond to the members in writing. If approved, the Wing Commander's approval will specify which travel costs are reimbursable and to what extent. Anticipated travel costs greater than \$1,500 for one event or trip will be referred to the Wing Finance Committee for pre-approval before the Wing Commander's approval is granted.

35.2. (Added). Travel expenses will be limited to airfare (if corporate vehicle is not available or distance is too great), fuel expenses, hotel, rental car, parking, meals, and registration/event fees. Judgement should be exercised to ensure that costs are reasonable and prudent.

35.3. (Added). Travel Reimbursements.

35.3.1. (Added). Within 30 days of returning from approved travel, the member will complete an Oregon Wing Travel Report (ORWG Form 173-104, see paragraph 36.4 below). This form lists the dates of travel, summary of activities, business purposes of travel, and all expenses related to travel.

35.3.2. (Added). Receipts must be attached substantiating all expenses, in accordance with CAPR 173-1 specified documentation requirements. The Wing Commander's written approval should be attached.

35.4. (Added). Routine Travel.

35.4.a. (Added). Routine travel to Wing Headquarters will not be reimbursed.

35.5 (Added). Use of Corporate Vehicles for Wing Business.

35.5.a. (Added). If Wing staff or employee uses a corporate vehicle (COV) for pre-approved corporate business travel, official errands, or daily business use, shall be documented on CAP Form 73 vehicle usage report, fuel receipts must be documented with the vehicle usage report. The documentation should include miles driven, business purpose, and destination.

35.5.a.1(Added). Pre-approval is received from the Wing Finance Committee through the members wing directorate or staff duty position's annual budget request.

35.5.a.2 (Added) Fuel charges on the corporate card, also known as the EFS Card, apply only when the corporate vehicle is used for approved missions in WIMRS. Unapproved use of the EFS Card will be billed back to the responsible Unit assigned to the COV.

35.6. (Added). Financial Management Procedure for Travel.

35.6.a. (Added). The elements in this section are specifically intended to satisfy the requirement of CAPR 173-1, paragraph 24.

36. (Added). **Oregon Wing Financial Forms.**

36.a. (Added). The following forms are prescribed for use within the Oregon Wing. These forms are available on the Oregon Wing website (<http://orwg.cap.gov>) in fillable form and should be submitted electronically where possible:

36.a.1. (Added). Oregon Wing Form 173-101. Oregon Wing Squadron Deposit Advice.

36.a.1.a. (Added). Used by units to report deposits to the wing for processing. This form and its supporting documentation must be completed in accordance with paragraph 33 of this regulation and submitted to the Wing Administrator.

36.a.2. (Added). Oregon Wing Form 173-102. Oregon Wing Receipt Transmittal.

36.a.2.a. (Added). Used by members to submit receipts to WMIRS for authorized mission expenses. This form must be completed in accordance with CAPR 173-3 and this supplement before being uploaded into the assigned sortie in WMIRS.

36.a.3. (Added). Oregon Wing Form 173-103. Oregon Wing Check Request.

36.a.3.a. (Added). Used by units and members of the wing staff to request check issuance for a vendor or for personal reimbursement. This form must be completed in accordance with paragraph 34 of this regulation and submitted to the Wing Administrator.

36.a.4. (Added). Oregon Wing Form 173-104. Oregon Wing Travel Report.

36.a.4.a. (Added). Used by units and wing staff to document travel expenditures and requests for reimbursement in accordance with paragraph 35 of this regulation. When completed, this form is submitted to the Wing Administrator.

37. (Added). **Wing Credit Card Policy.**

37.a. (Added). Credit cards are approved for use by authorized members of the Oregon Wing staff, in accordance with the applicable requirements and restrictions contained in this supplement. The Wing Commander is the approval authority for all credit card accounts. All credit card statements will be reviewed by the Wing Finance Committee in accordance with CAPR 173-1 and this supplement.

William N. Ham, Colonel, CAP
Commander

Attachment 1
Compliance Elements

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
ORWG/FM	6	<p>Are deposits and expenditures handled IAW ORWG Supplement 1 to CAPR 173-1?</p> <p>a) Are deposits properly documented?</p> <p>(1) Are deposits submitted in a timely fashion to the ORWG Administrator?</p> <p>(2) Does the documentation represent all funds collected IAW ORWG Supplement 1 to CAPR 173-1 para 33?</p> <p>b) Are expenditures properly documented and handled IAW ORWG Supplement 1 to CAPR 173-1, para 34?</p>	<p>Compliance is determined through on-site inspection and/or verification through SmartVault/ Quickbooks.</p> <p>Deposits, expenditures, and supporting documentation will be verified on a sample basis to ensure compliance with ORWG Supplement 1 to CAPR 173-1, para 33 and 34.</p>	<p>(Discrepancy): [xx] (D3 Question 6a) Unit failed to document and/or submit deposits in a timely manner to the ORWG Administrator IAW ORWG Supplement 1 to CAPR 173-1, para 33.</p> <p>(Discrepancy): [xx] (D3 Question 6b) Unit failed to document and/or handle expenditures IAW ORWG Supplement 1 to CAPR 173-1, para 34.</p>	<p>a) Attach a copy of the deposit and any supporting documentation to the Discrepancy Tracking System (DTS).</p> <p>b) Attach a copy of the expenditure and any supporting documentation to the Discrepancy Tracking System (DTS).</p>
ORWG/FM	7	<p>Are travel reimbursements approved and handled IAW ORWG Supplement 1 to CAPR 173-1, para 35?</p>	<p>Compliance is determined through on-site inspection and/or verification through SmartVault / Quickbooks</p>	<p>(Discrepancy): [xx] (D8 Question 7) Unit failed to approve and/or handle travel reimbursements IAW ORWG Supplement 1 to CAPR 173-1, para 35.</p>	<p>Attach a copy of the travel reimbursement and any supporting documentation in the Discrepancy Tracking System (DTS).</p>