



FINANCIAL MANAGEMENT PROCEDURE

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

33. Added. Wing Deposit Policy

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

34 Added. Wing Procurement and Expense Approval Policy

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

34. 2. 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 Sertifi before a reimbursement is issued.

34.3. As all disbursement checks are issued through the Bank Online Bill Pay system, the Wing Administrator will prepare a Check Run, including copies of all pending disbursements, and upload to Sertifi for approval by two check signers (Finance Committee members), in accordance with CAPR 173-1. This process shall serve as authorization to issue a check through the Online Bill Pay System.

35. Added. Wing Travel Policy

35.1. Wing Commander's Travel Budget. Oregon Wing makes an annual travel allocation for the required travel of the Wing Commander to attend region and national functions. The travel allocation is reflected on the Wing's annual budget. This allocation is made based upon the fact that the Wing Commander represents the Oregon Wing's interests, rather than his own, on these trips. The Wing Commander's travel budget is intended to supplement, not replace, the reimbursements offered by NHQ for the Wing Commander's trips to annual NHQ functions and the PCR Annual Conference. Any expenses covered by NHQ reimbursements are not eligible for reimbursement under this Policy.

35.2. Travel Proposals. 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 beginning. The request should include dates of travel, business purposes of travel, method of travel, and estimated cost.

35.2.1. The Wing Commander will consider such requests and respond to the member 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/trip will be referred to the Wing Finance Committee for pre-approval before the Wing Commander's approval is granted.

35.2.2. 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. All costs will be reasonable.

35.3. Travel Reimbursements. Within 30 days of returning from approved travel, the member will complete a Travel Report (Oregon Wing Form 173-104, see paragraph 36.4 below). This form lists the dates of travel, summary of activities, business purpose of travel, and all expenses related to travel. Receipts must be attached substantiating all expenses, in accordance with CAPR 173-1 documentation requirements. The Wing Commander's written approval should be attached.

35.4 Routine Travel. Routine travel to Wing Headquarters will not be reimbursed.

35.5 Use of Corporate Vehicles for Wing Business. If Wing staff or employees use the corporate vehicle for corporate business travel, errands, or daily use, fuel receipts must be documented with the vehicle usage report, indicating miles driven, business purposes, and destination. Fuel charges on the corporate card must also be supported by the vehicle usage report.

35.6 Financial Management Procedure for Travel. This section 35 is intended to satisfy the requirement of CAPR 173-1, paragraph 24.

36. Added. Oregon Wing Financial Forms. The following forms are prescribed for use within the Oregon Wing. Forms are available on the Oregon Wing website in fillable form and should be submitted electronically where possible.

36.1. Oregon Wing Form 173-101. Oregon Wing Squadron Deposit Advice. Used by units to report deposits to Wing for processing. Must be completed in accordance with paragraph 33 of this regulation, and submitted to the Wing Administrator.

36.2. Oregon Wing Form 173-102. Receipt Transmittal. Used by members to submit receipts to WMIRS for authorized mission expenses. Must be completed in accordance with this regulation and CAPR 173-3 and uploaded into the sortie in WMIRS.

36.3. Oregon Wing Form 173-103. Oregon Wing Check Request. Used by units and wing staff to request check issuance for a vendor or for reimbursement. Must be completed in accordance with paragraph 34 of this regulation, and submitted to the Wing Administrator.

36.4. Oregon Wing Form 173-104. Oregon Wing Travel Report. Used by units and wing staff to document travel expenditures and requests for reimbursement in accordance with paragraph 35 of this regulation, and submitted to the Wing Administrator.

37. Added. Wing Credit Card Policy. Credit cards are approved for use by authorized Oregon Wing staff, in accordance with applicable requirements and restrictions contained in this regulation. 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 this regulation.

WILLIAM G. RAY, Colonel, CAP
Commander

Attachment 1 COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
FM	1	Are deposits and expenditures handled IAW ORWG Supplement 1 to CAPR 173-1?			
		a) Are deposits properly documented, submitted timely to ORWG HQ, and represent all funds collected IAW ORWG Supplement 1 to CAPR 173-1, para 33?	a) Deposits are verified in SmartVault / QuickBooks to ensure proper documentation and submission to ORWG/HQ.	a) (A-Discrepancy): [xx] (Question 1a) Unit failed to document and/or submit deposits timely to ORWG IAW ORWG Supplement 1 to CAPR 173-1, para 33.	a) Attach a copy of the deposit and any supporting documentation to the discrepancy in the Discrepancy Tracking System (DTS).
		b) Are expenditures properly documented and handled IAW ORWG Supplement 1 to CAPR 173-1, para 34?	b) Expenditures and supporting documentation are verified on a sample basis in SmartVault / QuickBooks to ensure proper documentation and compliance with ORWG Supplement 1 to CAPR 173-1, para 34.	b) (A-Discrepancy): [xx] (Question 1b) Unit failed to document and/or handle expenditures IAW ORWG Supplement 1 to CAPR 173-1, para 34.	b) Attach a copy of the expenditure and supporting documentation to the discrepancy in the Discrepancy Tracking System (DTS).
ORWG/ FM	2	Are travel reimbursements approved and handled IAW ORWG Supplement 1 to CAPR 173-1, para 35?	Travel reimbursements are identified in QuickBooks, and supporting documentation is verified in SmartVault to ensure compliance with ORWG Supplement 1 to CAPR 173-1, para 35.	(A-Discrepancy): [xx] (Question 2) Unit failed to approve and/or handle travel reimbursements IAW ORWG Supplement 1 to CAPR 173-1, para 35.	Attach a copy of the travel reimbursement and supporting documentation to the discrepancy in the Discrepancy Tracking System (DTS).