

Finance

FINANCIAL PROCEDURES FOR CAP REGIONS AND WINGS

CAPR 173-2, 22 March 2002, is supplemented as follows:

4i. Wing Directors and Group Commanders are authorized to approve expenditures up to \$100. The Wing Commander, Vice Wing Commander and Chiefs of Staff are authorized to approve expenditures up to \$300. All other expenditures that have not been pre-approved must be approved by the Finance Committee

10b(1f). Added. All expenditures will be requested as follows:

1. Payments/reimbursements to entities that do not have corporate ties and subordinate CAP units will be requested and approved using MNWG Form 16f.
2. Payments/reimbursements to CAP members will be requested and approved using MNWG Form 16a.
3. Credit for use of Wing assigned aircraft on authorized Minnesota Wing CAP activities will be requested using MNWG Form 16e and will be submitted to the Wing Finance Officer on the 1st day of the month following the flight for approval.

10e. Added. Minnesota Wing allocates funds each fiscal year to assist the Wing department directors and Group commanders to help defray expenses which exceed those normally incurred by a squadron commander.

(1). Due to the time and costs incurred in writing checks, members are encouraged to consolidate their reimbursement requests so that they exceed \$50. However, as a minimum, an individual reimbursement request will not be submitted for less than \$20. However, by January 15th, April 15th, July 15th and October 15th, members will submit their previous quarter's expenditures regardless of the above limitation.

(2). Requests for payment/reimbursement will be submitted through the department director responsible for the budgeting of the funds expended to the following approval officers:

SUBMITTED BY	SUBMIT TO
Wing Vice, Chiefs of Staff, Safety Officer, Inspector	Wing Commander
Group Commanders	Wing Vice Commander
Wing Staff Members	Wing Chiefs of Staff

Note: When registration fees and/or lodging is involved, the approving officer is the Wing Commander. An activity after-action report will accompany MNWG Form 16a.

(3). Minnesota Wing CAP business transportation expenses **inside Minnesota**: Corporate vehicles will be reimbursed for fuel, attach fuel receipt to request. Member owned vehicles will be reimbursed at \$0.20 a vehicle mile. Corporate aircraft fuel will be reimbursed for fuel purchased; flight time will be credited using a MNWG Form 16e. Member owned aircraft will be reimbursed at the wet rate for a Cessna 172 published in the MNWG Supplements. There will be no reimbursement of travel mileage for distances less than 50 miles (one way) unless approved by the Wing Finance Committee. Travel to and from the Wing Conference and Commander's Course will not be reimbursed.

Supersedes MNWG Supplement 1 to CAPR 173-2, 1 May 2001

OPR: FM

Distribution: 2 copies to each unit
1 copy to Minnesota Wing/LO
1 copy to North Central Region/LO
1 copy to North Central Region/CS

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(4). Minnesota Wing CAP business transportation expenses **outside Minnesota**: Reimbursement for travel for the Wing Commander, Vice Wing Commander and Chief of Staff will be approved by the Wing Commander. Travel for staff members must be approved in advance by the Finance Committee; a share of the expense may be required of the member. Travel reimbursement to National Board will only be authorized for the Wing Commander. Reimbursement will be according to the procedures in 9h(3) above.

(5). Lodging expenses – A percentage of the single room rate: Wing CC 100%; Wing CV & CS 75%, Group CC and Wing Department Directors and Wing Conference Permanent Team Leaders 50%. If members room together, the reimbursement will not exceed the cost of the room.

(6). Food reimbursement requires prior approval of the Finance Committee. One half of the difference between the Banquet cost and the meal cost will be reimbursed.

(7). Submit requests for exceptions to the Finance Committee through the proper approving authority in 9h(2).

11. Persons who maintain Wing checking accounts will reconcile the accounts monthly and are encouraged to use MNWG Form 16g to assist in this reconciliation.

12. Added. All credit cards will be controlled by the Wing Chief of Staff. Credit cards will be issued using MNWG 16d. When a credit card is used, the member will record its use on MNWG Form 16b or 16c and submit the form with the charge receipts (if applicable) to the Wing Finance Officer on the 1st meeting night of the each month.

///signed///

BRUCE SEXTON, Lt Col, CAP
Administrative Officer

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DALE E. HOIUM, Col, CAP
Commander

SUMMARY OF CHANGES:

Changes: Referenced "Chiefs of Staff" versus singular, Chief of Staff. Increased mileage reimbursement from .15 to .20 a mile. Added Commander's Course to non-reimbursable travel. Updated references.