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APPROVED/H. LAGERMAN/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURE

This instruction prescribes the procedures for Montana Wing Civil Air Patrol and covers the financial management procedures.

1. Credit Card authorized purchases.

- 1.1. Aircraft Shell Cards may only be used on Air Force Assigned Missions (AFAM's). Use of the Shell card usage is limited to fuel and oil purchased. Each Montana Wing aircraft will have a Shell card assigned. Shell cards may only be used for the aircraft it is assigned to. Members shall input all the required sortie information into WMIRS and upload a copy of the receipt along with a completed Montana Wing Form 6A for fuel and oil purchases within 72 hours of completing the sortie.
- 1.2. Vehicle Shell cards are authorized for fuel purchases and vehicle maintenance up to \$1000.00. Each Montana Wing corporate owned vehicle (COV) will have a Shell card assigned. Shell cards may only be used for COV it is assigned to. Members shall input all the required sortie information into WMIRS and upload a copy of the receipt along with a completed Montana Wing Form 6B within 72 hours of completing the sortie.
- 1.3. Wells Fargo cards are assigned to each aircraft and will only be used on "B" or "C" missions where third party lines of accounting are assured. The Montana Wing Director of Operations (MTWG/DO), or Incident Commander (IC) are the approval authority to use aircraft assigned Wells Fargo cards. In the event that the DO and IC are unavailable, the MTWG Commander is the approving authority. Members shall input all the required sortie information into WMIRS and upload a copy of the receipt along with a completed Montana Wing Form 6A for fuel and oil purchases within 72 hours of completing the sortie.
- 1.4. Wells Fargo cards assigned to individuals will be used in accordance with CAPR 173-1 and used for approved purchases only. The completed CAP Form 172 will designate who credit cards may be issued to.
- 1.5. Wright Express Cards (WEX) are only authorized for fuel purchases and only used with Montana Wing Finance Committee Approval. Montana Wing will maintain a minimum number of WEX cards. One WEX card will be used by the Montana Wing Administrator for vehicle fuel. One WEX card will be issued to members participating in special activities with prior approval from the wing finance committee. Members using the WEX card will complete a Montana Wing Form 6B and submit the completed form with the fuel receipt to the Montana Wing Administrator within 14 days of the fuel purchase.

2. Montana Wing Travel Procedures

- 2.1. Applicability. Wing funds may only be expended to provide for the travel needs of the Wing Commander or his/her designee, CISM Teams, IG/Staff and will be restricted to the following occurrences:
 - 2.1.1. To attend the annual CAP National Conference.
 - 2.1.2. To participate in the CAP National Legislative Day and Winter Command Council Meetings.
 - 2.1.3. To attend a Region Conference, and
 - 2.1.4. To attend any meetings as directed by the National Commander, National Vice Commander, or Region Commander.
 - 2.1.5. To conduct SUI inspections and Staff Assistance Visits, or participation is required for a CI.
 - 2.1.6. Critical Incident Stress situations.
 - 2.1.7. Wing command staff travel around the state where in person attendance is deemed appropriate by the Wing Commander, or is imperative to accomplishing the mission.
- 2.2. The member should be aware all claims for reimbursement are subject to review and approval by the wing finance committee, and should therefore maintain sufficient records to validate expenses incurred. It is the member's responsibility to keep the costs associated with the trip to a reasonable minimum. Airline, hotel, and rental car reservations should be made using the lowest rate available. Lodging rates for official CAP events may be reimbursed at the conference or host hotel rate.
- 2.3. To be reimbursed, costs incurred for travel, fuel, per diem etc., must be reasonable and in accordance with CAP regulations. Reimbursable expenses include, but are not limited to, lodging, air transportation, per diem IAW GSA rates, vehicle fuel, taxi fare or car rentals, and CAP-related communications expenses, such as telephone and Internet services expense.
- 2.4. The CAPF 108 shall serve as the Travel Expense Report and must be filed by the member within two (2) weeks after the completion of the travel. Only reasonable wing-related expenses shall be reimbursed on an expense report. All required receipts for reimbursed expenses must be submitted with the reimbursement request. The member must sign and date the expense report verifying validity, and the wing finance committee must review and authorize reimbursement. All receipts must clearly indicate the purpose for said travel. No expense will be reimbursed without a receipt, regardless of dollar value.
- 2.5. In cases of travel where time is also taken for personal leisure, expenses are allowed only for the days on which wing-related activity is conducted. Travel arrangements and additional costs related to personal travel are the responsibility of the member.
- 2.6. Travel advances are not authorized.
- 2.7. If air travel is required, airline reservations and ticket purchases may be made on the member's personal credit card or a wing credit card. The member is encouraged to economize on all travel costs where practicable. When making reservations, the member should accept the lowest fare in the market place without regard to the airline providing the service. For purposes of obtaining the best fare possible, member should be reasonably flexible regarding flight times. Every

attempt should be made to take advantage of reduced rates. Coach class (or lowest available) should be used. Economy, Business and First Class fares or upgrades are not authorized. Any such upgrade expense will be personally born by the member. Unused, non-refundable tickets are to be applied to future tickets. The member is reminded of his/her responsibility to reschedule non-refundable tickets in order not to lose the value of the scheduled airfare when a trip is cancelled.

- 2.8. The member is encouraged to rely on taxis, public transportation, buses, metro/subways, hotel courtesy vans, and CAP vehicles for transportation during wing-related travel. If a rental car is required, the lowest cost rental vehicles that meet purpose requirements will be selected. Receipts must be retained for ground transportation and any fuel purchased. Luxury size sedans or SUVs are not allowable without prior approval of the wing finance committee. It is acceptable to receive free or minimal additional cost upgrades from car rental agencies. Tolls and parking charges may also be reimbursed. The wing finance committee will not reimburse fuel for the member if he/she chooses to use a personal vehicle for CAP authorized travel.
- 2.9. On authorized CAP travel, personal meals may be reimbursed per diem up to but not exceeding the published GSA rate. Per GSA guidelines, the member will be reimbursed 75% of the allowable per diem on the first and last day of travel. The GSA per diem rates, which are published in the Federal Travel Regulation, can be located at <http://www.GSA.gov/perdiem>. Evidence of "overnight stay" (e.g. hotel bill) must accompany all requests for per diem reimbursement. Alcoholic beverages shall not be reimbursed.
3. Fundraising must be approved by the Wing Commander or Vice Wing Commander. Wreaths Across America has approval for any unit in Montana Wing to participate in. Approval for fund raising activates other than Wreaths Across America will obtain approval through the use of MTWG FORM 22 Fund Raising Form. The MTGW F22 must be submitted to the MTWG/FM via email, fax or mail no later than 30 days prior to the activity. Once received by the MTWG/FM the F22 will be review and then the report will be returned to the unit commander for their records.

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Commander

Attachment 1**COMPLIANCE ELEMENTS**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
MTWG/FM	1	Are wing finances managed in accordance with MTWG OI 17-1?			
		a) Are fuel receipts uploaded with the appropriate form?	a) Check a sample of receipts and verify they have the appropriate form in WMIRS.	Unit failed to upload receipts with appropriate form IAW MTWG OI 17-1 para 1.	a) Attach a copy of the receipt with appropriate form to the discrepancy in the Discrepancy Tracking System (DTS).
		b) Is unit fundraising approved using MTWG Form 22?	b) Provide sample of MTWG Form 22 for fundraising activities.	b) Unit did not receive wing commander approval using MTWG Form 22 IAW MTWG OI 17-1 para 3.	b) Attach a copy of the MTWG Form 22 to the discrepancy in the Discrepancy Tracking System (DTS).