



Headquarters
 Civil Air Patrol South Dakota Wing
 United States Air Force Auxiliary
 4275 Airport Road, Suite A
 Rapid City SD 57703



01 November 2016
 V 1.3

SDWG-173, SD Financial Management & Travel Best Practices

References: CAPR 173-1, CAPR 173-3, CAPR 173-4

The following financial management best practices are in compliance with CAPR 173-1, 173-3, and 174-4. Should any discrepancy appear CAPR 173-1,3 or 4 is the governing regulation. This procedures document is issued in accordance with CAPR 173-1,3.

This document conforms with CAPR 1-2, p18 as a non-directive publication

- Changes in v 1.3:
- (IV) Reflects issuance of Shell MasterCard for corporate vehicles
 - (VII) defines squadron mission use

This document details how South Dakota Wing members comply with CAP financial regulations and use of the NHQ and wing provided credit cards and how to turn in expense reports as well as other miscellaneous financial activities. It also details travel procedures SD Wing members are to use.

CONTENTS:

I. Funding Sources	1
II. Receipt Information Requirements	2
III. Aircraft Fueling	2
IV. Corporate Vehicle Fueling	2
V. Expense Reporting Procedure – SDWF 173	2
VI. Squadron CAPF-172	2
VII. Squadron WMIRS use	3
VIII. Fundraising	3
IX. Animal Tracking Missions	3
X. Travel	3

Related Forms (not attached)

- SDWF 173 – Financial Transaction Report**
- SDWF 173A – Animal Tracking**
- SDWF 173B – Fleet Application**
- SDWF 173C – Fundraising Request**
- SDWF 173D – Fundraising Report**

I. Funding Sources – Some CAP activities are funded by the Air Force. Payment mechanisms are different for these Air Force Assigned Missions (AFAM) than for ones paid from other sources.

AFAM funded missions include: (all information is in WMIRS mission/sortie)

1. Mission Symbol = "A"
2. Middle digit (X) in mission name 16-X-1234 is an "M", "1", "T" or an "A"
3. When in doubt ask the mission IC or the Wing Director of Operations

II. Receipt Information Requirements

The following information must be on all receipts:

1. Name of business from which you are purchasing
2. Cost per gallon of fuel
3. Total gallons
4. Total Cost
5. Date/time of purchase
6. Vehicle identification
7. Mission and Sortie number
8. Your printed name

III. Aircraft Fueling

1. For **AFAM funded missions** use the **Shell MasterCard** in the aircraft binder. The Pin number is the first 4 digits of the tail number. If there are not 4 digits use a "0" for the last digit. The aircraft tail number on the card should match the tail number of the aircraft that the card is in. If a zip code is requested use 36112. This card is for fuel and oil only. In the WMIRS sortie debrief check the "NHQ Shell Card Paid" box.
 - **DO NOT use the Shell MasterCard for non-AFAM funded missions.**
2. For other funded missions, use the gray Visa card. (This is the older card that was previously used for AFAM) for other reimbursable missions: **(NOT AFAM MISSIONS)**
 - **DO NOT check the "NHQ Shell Card Paid" box in sortie debrief for non-AFAM funded missions.**
 - **Check the "Wing Paid" box in sortie debrief for non-AFAM funded missions.**
 - **Use the lowest cost fuel available as far as possible**

IV. Corporate Vehicle Fueling

1. For **AFAM funded missions** use the **Shell MasterCard** in the vehicle binder. The Pin number is the first 4 digits of the vehicle number. If a zip code is requested use 36112. This card is for fuel, oil and approved maintenance only. In the WMIRS sortie debrief check the "Paid by Shell (or WEX) card" box.
 - **DO NOT use the Shell MasterCard for non-AFAM funded missions.**
2. For **Wing or squadron funded activity** use the WEX cards which are the vehicle binder.
 - A. Members may obtain a WEX code by completing the WEX application, SDWF 173B, then sending it to the wing transportation officer.
 - B. DO NOT check the "Paid by Shell (or WEX) Card" box in WMIRS.
 - **DO NOT use the Shell or WEX card to fuel any vehicles other than the one that it belongs to.**
 - **DO NOT give out your WEX code to other members – you will be held accountable.**

V. Expense Reporting Procedure – SDWF 173

1. SDWF-173 Financial Transaction Report will be used for all reimbursements of non-funded missions. (For AFAM funded missions use a CAPF 108.)
2. SDWF-173 will be used for squadron deposits.
3. Attach receipts or deposit slips on all submissions.
4. Get appropriate financial approval.

5. Business meals must have unit finance committee approval in advance of the meal.
6. For travel attach travel authorization. Wing commander permission may be by e-mail.
7. SDWF-173 must be submitted within 30 days of financial activity or reimbursement may be denied.
8. Mail or scan, then e-mail completed form with all attachments to the Wing Administrator per instructions on the form.

VI. Squadron CAPF-172 Consolidated Finance Authorizations

All squadrons must have a current CAPF-172, Finance Authorization Form, on file with the wing administrator (see CAPR 173-1, 6g & 9c (1)). After a squadron change of command, in exceptional and limited circumstances, when a CAPF-172 is not yet on file, the wing commander may accept squadron spending/reimbursements up to \$500 approved by the squadron commander. If the squadron commander incurs the expenses, then the wing commander must approve the expense

VII. Squadron WMIRS Mission use

1. Each squadron a WMIRS mission as follows:
 - SD-031, Rapid City: 17-C-3382
 - SD-038, Pierre: 17-C-3384
 - SD-050, Sioux Falls: 17-C-3386
 - SD-058, Brookings: 17-C-3385
 - SD-063, Spearfish: 17-C-3381
 - SD-068, Custer: 17-C-3383
2. All squadron funded vehicle use (except short around-town trips) will be entered into sorties under their mission number. If fuel is purchase a sortie must be entered into WMIRS and the fuel receipt uploaded
3. All non-AFAM fuel put into squadron vehicles must be done with the WEX card and have an associated sortie.
4. Pilot funded proficiency training will continue to use SD-MISC.
5. Wing funded sorties will be under SD-MISC.
6. From time to time missions will be created for specific activities such as encampment.

VIII. Fundraising

1. Squadrons must submit SDWF 173C, Fundraising Request, to the wing commander at least a week prior to the requested fundraising activity. The activity will not proceed until the wing commander has given their written approval. Such approval may be in the form of an e-mail with the wing director of finance and the wing administrator copied.
2. Within 15 days the squadron must complete and submit SDWF 173D, Fundraising Report, to the wing administrator. This can be scanned and e-mailed.
3. All fundraising activities must comply with CAPR 173-4.

IX. Animal Tracking Missions

1. This guidance pertains to animal tracking missions flown for various South Dakota state entities including SDSU, SD GF&P and GF&P interns.
2. Payment for fuel should use wing issued Visa card.
3. DO NOT USE THE AF SHELL CARD FOR THESE MISSIONS.
4. Use SDWF 173A form, including fuel receipt to report.
5. Submit complete SDWF 173A to the wing administrator within 5 days of completion of last sortie.

X. Travel

South Dakota Wing (SDWG) travel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol (CAP) programs and services. SDWG will pay for member's travel when authorized by the wing commander. Members are expected to observe CAP regulations, policies, and procedures when traveling on CAP business.

This document is intended to provide guidelines for wing members to ensure effective use of time and to minimize expenses. While this policy strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member. The member should be aware of the right of wing staff to review claims and should therefore maintain sufficient records to validate expenses incurred.

Should travel be necessary, it is the member's responsibility to keep the costs associated with the trip to a reasonable minimum.

Members on wing business travel are official representatives of Civil Air Patrol and the SD Wing, and it is expected that their public behavior will, at all times, project an image that is a credit to the organization.

To be reimbursed, member costs for travel, fuel, etc. must be reasonable and in accordance with CAP regulations and wing policies. The general criteria for a reimbursable expense are reasonableness of the expense, wing-related business purpose, and prior approval of the wing commander

Acceptable expenses include, but are not limited to, lodging, air transportation, vehicle fuel, taxi fare or car rentals, and purpose-related telephone calls.

1. SDWF 173, Financial Transaction Report

SDWF 173 is to be used to document travel and obtain reimbursement. The SDWF 173 should be filed within 15 days after the completion of the travel. Only reasonable wing expenses may be reimbursed. All required receipts for reimbursed expenses should be attached to the form. The traveling member must sign the SDWF 173 verifying validity. Reimbursement will not be made without **itemized** receipts except for approved per diem meals.

2. Travel expenses paid with wing credit cards

Receipts for authorized credit card purchases will be submitted with a SDWF 173 expense report. All credit card receipts should be submitted to the wing administrator (WA) within 15 days of completion of travel, even if they are uploaded into WMIRS.

3. Travel advances

The wing commander will approve travel advances on a case-by-case basis. The member must submit a budget report to the wing commander detailing the estimated costs of the wing-related travel. The wing commander will determine the authorization and amount of the travel advance. Traveling members receiving travel advances will be required to repay any funds that are in excess of actual expenses incurred. The member will submit a report listing expenses incurred and will attach respective original receipts to the report. If the member does not submit the report with all receipts within 15 days, the member will be responsible for reimbursing the wing the entire amount of the advance.

4. Air travel

- A. When air travel is required airline reservations will be made by the member's personal credit card or a wing credit card. Advance written approval must be obtained from the wing commander for air travel. The wing commander need not seek prior approval unless the air travel cost exceeds the amount requiring approval by the finance committee in accordance with CAPR 173-1. Non-refundable tickets are to be used for the ticketed flight. In the event the member's itinerary changes prior to departure and a change fee is charged, the wing will reimburse the change fee only with approval of the wing commander.
- B. For purposes of obtaining the best fare possible, the member should be reasonably flexible regarding flight times. A member will need to obtain three price quotes using a travel service such as Orbitz or Travelocity. Reimbursement will be for the lowest of the three quotes without regard to whether that fare is selected for travel. The member will pay the fare difference.
- C. Coach class (or lowest available) should be used by all members. Business and first class fares are not authorized. Unused non-refundable tickets are to be applied to future tickets.
- D. If personal or other non-CAP business is to be combined with CAP air travel only a round trip fare, as determined above, to/from the CAP function will be reimbursed. The member will be responsible for paying the differential fare above the CAP reimbursement amount. CAP credit cards are not to be used if the airfare is a combination of CAP and non-CAP activity.
- E. Cost saving measures should include parking in long-term lots for trips. All parking expenditures should be itemized on the wing travel form and receipts need to be attached.
- F. Private aircraft expenses will be paid only with the wing commander's prior written approval along with a copy of an appropriate, current pilot certificate and proof of insurance. Reimbursement will be only for fuel unless prior written arrangement has been made with the wing commander.

5. Ground transportation

Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP wing vehicles for transportation during wing-related travel. If a rental car is required, members will select the lowest cost rental vehicles that meet purpose requirements. Members shall retain receipts for this along with any fuel purchased for the rented vehicle. Luxury size sedans or SUVs are not allowable without prior approval of the Wing Commander. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of reserved model.

With prior approval from the wing commander the wing may reimburse fuel for members who use a personal vehicle for travel. Tolls and parking charges may also be reimbursed for both personal and rented vehicles. Members are responsible for all other expenses incurred while driving their personal vehicles, including moving traffic violations and parking tickets.

The wing will not compensate the member using his/her own vehicle for any physical automobile damage incurred during the trip. Nor will vehicle maintenance, servicing, washing or repairs be paid.

6. Lodging

Except as provided for in CAPR 173-3 all lodging must be approved prior to the event by the wing commander in writing.

Lodging will be reimbursed at the prevailing South Dakota state rate. When making reservations, request the state rate. As of June 2016 the rate is as follows:

In state lodging; \$70.00/night plus tax between June 1 and September 1.
Reimbursement rate outside of those dates is \$55.00/night plus tax.

Out of state; \$175.00/night plus tax.

If members incur lodging expenses in excess of the approved rates they will be reimbursed only up to the approved state rate.

7. Business Meeting Meals and Entertainment

Business meeting meals or entertainment must have a business purpose and must include two or more persons. Prior written permission of the wing commander and the unit finance committee is required.

A. **Use of credit card:** A credit card is the preferred method of payment.

B. **Reimbursement:** If the expense was out-of-pocket, it may be submitted for reimbursement on the form. Tips for business meeting meals or entertainment are reimbursable up to 20% of meal cost. A CAPF 170 will be submitted with the SDWF 173.

C. **Alcoholic beverages:** Regardless of the payment method used, alcoholic beverages associated with a business meeting meal or entertainment will not be charged to a wing credit card and will not be reimbursed.

8. Personal Meals

Three personal meals per day may be paid at the current South Dakota State authorized reimbursement rates for overnight travel. Receipts for meals need not be turned in. If meals are provided by the hotel, airline or in conjunction with an event they must be deducted from the allowed amount. Members may not claim reimbursement for same-day travel meals.

State authorized rates as of June 2016 are:

In state: Breakfast \$6.00, Lunch \$11.00, Dinner \$15.00

Out of state: Breakfast \$10.00, Lunch \$14.00, Dinner \$21.00

9. Miscellaneous:

A. Reasonable charges for communications made for wing-related purposes will be reimbursed. Receipts for those charges must be attached.

B. Personal laundry and cleaning and pressing of clothing will not be reimbursed.

C. Reasonable tips for baggage handling and taxi may be reimbursed.

D. Reasonable charges for registration fees may be reimbursed.

E. Alcoholic beverages will not be reimbursed.

DAVID G. SMALL, JR.
Colonel, CAP
South Dakota Wing Commander