

Oregon Wing, CAP
Financial Management Procedures

Effective: 1 October 2015

A. Travel Policy

1. Historically, Oregon Wing has not reimbursed travel. Recognizing the travel required of Wing Commanders however, the Wing has allocated up to \$4,900 annually to cover required Wing Commander travel. This exception to policy is based on the fact that Wing Commanders represent the Wing's interests rather than their own on these trips. CAP National Headquarters (NHQ) partially reimburses Wing Commander trips to two annual NHQ functions and one Pacific Coast Region Annual Conference if it is out of state.
2. For a mission critical need or emergency, members may submit a travel proposal via email to the Wing Commander, with a copy to Wing Finance, in advance of travel beginning. The request should include dates, business purpose of travel, and estimated cost. If the Wing Commander approves, his notification will specify which travel costs are reimbursable, and to what extent.
3. Within 30 days of returning from travel, the member will complete a Travel Report and Reimbursement Request. This form lists dates of travel, a summary of activities, and expenses related to the travel. The member should attach all receipts and the written commander approval.
4. Travel expenses should be limited to airfare (if corporate vehicle is not available), fuel expenses, hotel, rental car, parking, and registration. All costs will be reasonable. Estimated expenses should be approved prior to travel.
5. Routine travel to wing headquarters will not be reimbursed.
6. If the wing uses the corporate vehicle to travel for corporate business, errands or daily use, fuel receipts must be documented with the vehicle usage report indicating miles driven, purpose of business and destination. Fuel charges on the corporate card will also be supported with the vehicle usage report.

B. Bank Transfers

1. Electronic transfers of funds may only be accomplished by the Wing Commander, Vice Commander, the Wing Director of Finance, or the Wing Administrator.

2. Transfers of unit funds require the approval of the unit finance committee, regardless of amount or account, except for transfers for monthly aircraft maintenance reimbursements to the Wing. Transfers can be performed in accordance with 173-1 by email notification to the unit commander and finance officer that the funds will be transferred.

C. WEX Card Use

1. WEX Cards will be used for minor maintenance on corporate vehicles.
2. Vehicle managers will use the assigned WEX Fleet Card to pay for the cost of minor maintenance to the vehicle. Oil changes and other routine maintenance under \$500 do not require prior approval. All other maintenance to the vehicle does and authorization shall be obtained by the vehicle manager coordinating through the ORWG Transportation Officer.
3. Vehicle maintenance that costs in excess of \$500 is considered major maintenance and requires a National Headquarters (NHQ) control number prior to having the maintenance performed. Requests for NHQ control numbers should be addressed to the Wing Transportation Officer. When the NHQ control number is issued, normal WEX procedures will be used. Reimbursement for major maintenance for which WEX Card usage is not approved will be paid for by the member/unit and reimbursement obtained from Oregon Wing following established collection procedures.

D. WEX Card Usage Procedures

- a. Get the work done and pay with WEX card. Supply the PIN number and mileage, and key fob information for authorization of payment at place of service.
- b. Create a complete maintenance record in ORMS for the vehicle within three (3) days of the payment for services
- c. Scan invoice and upload it into the ORMS maintenance record created in step 2 within three (3) business days of the payment for services.
- d. If you are unsure whether a purchase requires a control number, contact the Wing Transportation Officer for assistance.