



MICHIGAN WING FINANCIAL MANAGEMENT PROCEDURE 01A

30 AUGUST 2010

Finance

MEMBER REIMBURSEMENT FOR MISSION EXPENSES

This procedure provides guidance to members of Michigan Wing on how to obtain a reimbursement when the member expends personal funds while on a USAF reimbursable mission.

1. **Scope.** The scope of this Financial Management Procedure (FMP) is limited to the reimbursement of CAP members participating in USAF reimbursable missions. Generally, this procedure shall apply in cases where the following conditions exist:

- a. Member Personally Owned Vehicles and Aircraft

- (1) The member had all necessary permissions to use their personally owned vehicle (POV) or aircraft (POA) during the mission;
- (2) The member actually used their POV or POA during a mission, to include transport to or from a mission base, that is funded by USAF training or appropriated funds; and,
- (3) The member paid for fuel, oil, communication, or other approved expenses using personal funds.

- b. Corporate Owned Vehicles and Aircraft

The member paid for fuel, oil, communication, or other approved expenses using personal funds because a corporate credit card was not available or refused by the vendor. Note: every reasonable effort should be made to use vendors that accept the Michigan Wing credit cards located in corporate vehicles and aircraft while on USAF reimbursable missions.

2. **Procedure.**

- a. **Mission registration.** Ensure that both the member and the vehicle or aircraft is checked-in to the mission on the mission's MWF 211, *Check-In List* and MWF 218, *Support Vehicle/Aircraft Inventory*. Requests for reimbursement for personnel or vehicles not appearing on the MWF 211 and 218 forms cannot be honored.
- b. **Receipts.** Obtain legible, printed receipts from the vendor. Minimum requirements for the receipt include:
 - Name of the vendor,
 - Date of service, and,
 - Location (City and State).

Additionally, fuel receipts must include:

- License plate/tail number,
- Number of Gallons,
- Price per gallon, and,
- Total purchase amount.

All receipts will have the following annotated to the receipt:

- Last Name of the member paying the expense
- Mission Number/Sortie Number
- Miles or hours (aircraft) that the receipt covers

- c. **Time limit; method.** This receipt must be scanned and uploaded to WMIRS within 72 hours of the expense being incurred.
- d. **Complete reimbursement request form.** The member will complete a MWF 173R, *Reimbursement Request for USAF Authorized Mission Expense*. This form replaces CAPF 108.
- (1) This form is available at <http://www.miwg.cap.gov>
 - (2) Click on Members Portal and login.
 - (3) Select Wing Resources: File Repository.
 - (4) Select Finance.
- e. **Submit to Wing Administrator.** After completing the MWF 173R and attaching the receipts to the form, scan the form and send to the Michigan Wing Administrator, Ms. Cheryl Magyar at wa104@miwg.comcastbiz.net. Email is the preferred method of transmission. Forms may also be submitted by facsimile transmission at (586) 239-6795. Finally, forms may be mailed to:
- Civil Air Patrol Michigan Wing HQ
Attn: MIWG/WA
P.O. Box 450048
Selfridge ANGB, MI 48045-0048
- f. **Processing.** Reimbursement requests will be processed within five (5) business days. Our current check-processing vendor suggests allowing seven (7) days for mailing. Members should expect to see a check within one to two weeks of submitting a complete reimbursement request.