



HEADQUARTERS
CIVIL AIR PATROL NEVADA WING
UNITED STATES AIR FORCE AUXILIARY
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10 March 2008

MEMORANDUM TO NEVADA SQUADRON COMMANDERS AND WING
STAFF

From: NV/CC

Subject: CAPF 108 Procedure

1. This memorandum supercedes the NV/CC letter with same subject dated 9 November 2006.
2. Per CAP national policy, all CAPF 108's will be generated from WMIRS. This will assure that the forms are 100% correct and will eliminate both preparation time and audit time. Once again, **no member prepared CAPF 108's.**
3. Only the Wing Administrator will prepare CAPF108's. Other members are responsible for the following:
 - a. Reporting the correct flight time and fuel cost in either the flight release, CAPF 104 or CAPF 84.
 - b. Submitting the fuel receipt within 24 hours to the point of contact (POC) for the mission. Fuel receipts should be hand delivered (at the mission base), faxed or scanned/emailed. Do not send receipts by US Mail.
 - c. Every receipt must have clearly written on it the mission number and the flight release number. For flights released on a CAPF 104, the flight release number is a two digit date, a dash, and the sortie number (e.g. 08-1-1453/12-9 for sortie number 9 on the 12th of the month for mission 08-1-1453). Receipts lacking this information may be discarded, resulting in the member being billed for the flight.
 - d. If, for any reason, the aircraft is not fueled, a simple statement should be submitted to the POC that no fuel was added. This statement will differentiate between a no-fuel situation and a missing fuel receipt. If no receipt and no no-fuel statement is received, the member will be billed for the flight.
 - e. If the fuel receipt is not submitted to the POC correctly and on time, the member will be billed for the flight at standard aircraft rates.

- f. The rule is simple: If you expect to pay for a flight (like a B12 or C17), then you can just leave the fuel receipt with the squadron. But if you do not expect to pay for a flight, that means you are responsible for getting the fuel receipt somewhere special within 24 hours. If necessary, keep asking until you know what to do with it; it is a hot potato! Do not just leave it laying around.
4. Every reimbursable mission must have a point of contact (POC) who will coordinate the submission of expenses to the Wing Administrator.
 - a. If there is an Incident Commander, the IC or his appointed delegee will be the POC.
 - b. Some reimbursable missions do not have an IC. Examples would include check-rides flown during the flight opportunity, glass cockpit training flights flown under a mission number, NCPSC flights, etc. The person requesting the mission in WMIRS will be responsible for appointing a POC to handle the submission of expenses.
 - c. Cadet Orientation rides do not require individual WMIRS approval. For these flights the POC will be the Wing DO.
5. The POC will:
 - a. Collect all fuel receipts submitted on time.
 - b. Print a WMIRS worksheet and identify each receipt to a sortie (write a matching number or letter on the receipt and on the WMIRS worksheet).
 - c. If no fuel receipt was received on time, mark the sortie "To be paid by member."
 - d. Submit the package by fax or scan/email to the Wing Administrator. If any sorties are to be member paid, submit another copy of the WMIRS worksheet (not the receipts) to the Wing DO for action.
6. The new CAPR 173-3 stipulates that late CAPF 108's will not be paid by the Air Force. Therefore, any CAPF 108 material received more than 15 days after the close of the mission will not be paid by Wing. If the POC cannot get corporate credit card receipts from a member on a timely basis, the WMIRS worksheet should be submitted without those receipts with an annotation of the line items for which receipts were not received, and the name of the member who should be rebilled for those expenses. A copy of this worksheet should be sent to the Wing DO for action.
7. Members may be reimbursed for the use of a personal vehicle to drive to and from a mission base (on a reimbursable mission only). However, the

following procedure must be followed precisely or reimbursement cannot be made:

- a. The vehicle must be signed in to the mission in the IMU. The member is responsible for assuring that this is done, and if the vehicle does not appear on the sign-in log reimbursement will not be possible.
- b. After the mission, the member must go to the WMU, choose Member, then CAPF 108. Follow the instructions and check "for a vehicle that was used for transportation to and from a mission (not under a CAPF 109 sortie)."
- c. If the vehicle number does not appear in the data entry form, it means that the vehicle was not properly signed in at the mission, and reimbursement is not available.
- d. If the vehicle number does appear, a CAPF 108 will be generated. Sign and fax this form with the fuel receipt to the POC within 24 hours.



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