



**CALIFORNIA WING**  
**FINANCIAL MANAGEMENT PROCEDURE 4**  
**10 November 2012**  
**DIRECT REIMBURSEMENT FOR MISSIONS**

**Introduction**

National Headquarters has offered a new process of reimbursing Air Force Approved and funded Missions (AFAM). The process features electronic deposit by the NHQ Finance Office of mission reimbursements directly to the member's bank account, which eliminates the processing of paper checks and posting of reimbursement data by the wing. This process provides some real savings in both time and cost at wing level. It has been used for several months, and it appears to be working well.

Implementation is being implemented in phases. The first phase for all qualified CAWG aircrews and ground teams began on 1 June 2012. This first phase, described in Section A, included most air and ground sorties claiming only fuel, oil and oxygen reimbursement. Effective 15 November 2012, we are now moving into Phase Two, which will include additional approved mission expenses such as lodging/per diem, communications, tolls and similar costs.

**SECTION A**

The following procedure applies to the "A" missions listed below, which are reimbursed by USAF funds from National HQ. Reimbursement requests for selected "B" and "C" missions, which are funded by CAWG or other agencies, are covered at the end of this document. These latter missions should continue to use the submission of CAPF108 and receipt(s), so CAWG/FM can bill the agency involved.

A1	AFRCC Search and Rescue missions
A2	Missions flown under a mission number issued by AFNSEP
A3	Counterdrug Actual missions – Also see Section B, below.
A4	Counterdrug Training missions
A5	SAR/DR training missions, evaluation missions, CAPR 123-3 inspections (if authorized through WMIRS training request)
A6	AFROTC orientation flights
A7	CAPF5 & 91 check rides, NCPSC and CAPR 60-11 flights, MPS Proficiency profiles
A8	AFJROTC orientation flights
A9	Maintenance flights supporting Consolidated Contract Maintenance
A15	CAP orientation flights IAW CAPP 52-7
A18	Homeland Security missions
A20	Glider tow plane operations supporting Glider Orientation flights IAW CAPP 52-7
A99	Missions specifically approved by USAF – low-level survey, courier, etc.

### **Applying for Direct Deposit**

Before a member can participate in the direct deposit program, he/she must apply by completing a Direct Deposit Sign-up form and providing a voided blank check to National HQ. A copy of this form is available for download from <http://www.cawg.cap.gov/html/fm/fm.htm>. The completed form and voided check should be sent by email attachment to Ms Merinda Hall at [mhall@capnhq.gov](mailto:mhall@capnhq.gov), or by fax to CAP NHQ/FM at 334-953-4285. If sent by email, request a receipt to verify the message arrived. Otherwise, there will be no acknowledgment. Questions should be directed to Ms Merinda Hall at 334-953-7748 Ext. 432.

### **Post-Sortie Reporting Overview**

1. Most reimbursable missions will be documented electronically by the member posting actual sortie data to the Web Mission Information Reporting System (WMIRS) within **48** hours of completing the sortie. The member requests direct deposit of the fuel/oil reimbursement on the WMIRS Sortie screen by entering member CAPID in the "Reimbursed to (CAPID or Unit)" field and checking the adjoining "Direct (EFT) Pay to Member" box.

**NOTE: California Wing has been chosen as the beta test wing for processing all reimbursements by direct deposit. To participate, each member must have WMIRS permissions for "WMIRS Sortie Admin" or "WMIRS Ground Sortie Admin." In addition, to minimize the volume of transactions, all sorties should be coded to reimburse the member CAPID and the EFT box should always be checked, regardless of any fuel purchased after the sortie. See exception for Counterdrug missions below.**

2. The member uploads the annotated fuel receipt. [WMIRS allows 15 days for this upload, but it **must** be done before Step 3, below.]

NOTE: Data is entered at the sortie level and receipts are uploaded to the sorties after which refueling occurred. It is **mandatory** to annotate each fuel receipt **to show** the mission number, WMIRS sortie number(s), aircraft tail number and CAPID before scanning. Receipts should be retained by the member at least until the reimbursement is received.

3. The member generates an e108 from WMIRS. Include all sorties flown by the member, so total hours can be captured in addition to the dollar amount to be reimbursed.

4. Any **authorized** additional costs are posted in the Additional Expense screen, accessed at the bottom of the e108 Worksheet page. Upload an annotated receipt for each expense claimed.

**NOTE: Receipts for additional expense shall be annotated with the mission number, sortie number and member CAPID before scanning. For training missions with special rules for lodging, pertinent facts (i.e., 50% reimbursement, Room shared with (Name)) must be annotated on each receipt.**

5. The e108 is approved by the normal process. Once approved, the e108 is transmitted automatically to National HQ, where it is reviewed. If everything is in order, the reimbursement is directly deposited to the member's bank account, and the EFT action is reported to CAWG/FM. The target for payment is currently taking about two weeks from submission and approval of the e108. If payment is not received within 3-4 weeks **of submission**, contact CAP NHQ/FM at 877-227-9142 (Ms Raquel Steele – Ext 436, or Ms Brandy Seamon – Ext 437) to determine status.

**NOTE: Under normal circumstances, it is no longer necessary to generate and forward a CAPF108 with attached receipt(s) to CAWG HQ, since CAWG/FM is not involved in the reimbursement process.**

6. Invalid requests are returned from NHQ to CAWG/FM along with the reimbursement funds for processing manually. Under these circumstances, CAWG/FM may request additional information from the member in order to resolve the issue. Therefore, it is important to retain annotated receipts until payment is received.

## **SECTION B**

Because the following operations have unique requirements which require special handling, they will be processed as documented below.

### **Counter Drug Operations**

Short duration missions in support of the USCG and other agencies seldom have reimbursable costs other than fuel, and are usually paid directly by the member. Therefore, these are processed as defined in Section A. The following procedures apply to CD operations at Imperial and other large scale CD activities throughout California.

1. Member completes sortie and refuels aircraft, obtaining the fuel receipt. Annotate the receipt with the mission number and WMIRS sortie number.

2. Procedures vary depending on how the fuel is purchased

#### **a. Fuel paid by member.**

1). Member contacts IC/MM, or base staff designee, and provides actual data for mission paperwork – ATD, ATA, total Hobbs/Tach time, fuel used (gallons and cost) etc.

2). Member posts actual data to the WMIRS sortie screen within **48** hours of arrival. All sorties will be posted to WMIRS at the sortie level. Sorties will NOT be combined. Since reimbursement will be by Direct Deposit, enter the appropriate CAPID in the “Reimbursed to (CAPID or Unit)” field and check the “Direct (EFT) Pay to Member” box.

3) Member scans and uploads annotated fuel receipt to WMIRS. Insure the receipt is legible.

4). Member submits his/her own e108, and includes lodging/per diem and any other authorized additional expenses to be paid by Direct Deposit. The original documents will be retained on file by the member, at least until the reimbursement is received.

#### **b. Fuel paid by CAWG Sterling Bank VISA card.**

1). Member contacts IC/MM, or base staff designee, and provides actual data for mission paperwork – ATD, ATA, total Hobbs/Tach time, fuel used (gallons and cost) etc.

2). Member provides the fuel receipt, annotated with the mission number and sortie number.

3). IC/MM or designee posts actual data to the WMIRS sortie screen within **48** hours of landing. Since reimbursement will be to CAWG for fuel paid with the credit card, **insure the “Reimbursed to (CAPID or Unit)” field and the “Direct (EFT) Pay to Member”**

**box is left blank.**

4). IC/MM or designee scans and uploads the annotated fuel receipt to WMIRS. Insure the scanned receipt is legible.

NOTE: The bulk of the fuel used for CD missions is purchased with the Sterling Bank Corporate VISA card. The monthly consolidated bill can not be paid until all charges have been reconciled. To insure timely payment without incurring late charges, the IC/MM must provide copies of all annotated fuel receipts to CAWG Finance. This action is most efficiently done by uploading the scanned receipt to WMIRS, where it is available for other uses.

5). IC/MM forwards mission paperwork including the annotated receipts by US Mail to:

Maj Jennifer Waite

CD Administrative Officer

1415 N. Fancher, Fresno CA 93737

Mission paperwork may alternatively be scanned and forwarded by email attachment to [waite4@ix.netcom.com](mailto:waite4@ix.netcom.com).

6). CD Administrative Officer validates the data in WMIRS. Resolve discrepancies and questions by consulting with the member. Data will be adjusted as necessary so the documents and WMIRS match. Since reimbursement will be to CAWG for fuel paid with the credit card, verify the "Reimbursed to (CAPID or Unit)" field and the "Direct (EFT) Pay to Member" box is left blank. All receipts will be verified as uploaded and be legible.

7). CD Administrative Officer creates a partial e108 in WMIRS for reimbursement of CAWG.

8). CD Administrative Officer forwards completed CD packages corresponding to the partial e108s throughout the month, plus any remaining mission paperwork at the close of each mission to CAWG HQ for file.

3. The e108s are approved by the normal process. Once approved, each e108 is transmitted automatically to National HQ, where it is reviewed and paid.

### **Commercial and Out of State Glider Operations**

Cadet orientation flights (including glider operations conducted for California Wing cadets by Nevada Wing pilots) sometimes use commercial glider tow facilities. Because the pilot involved may not be a member of CAWG, or may not have the WMIRS permissions needed for reimbursement by direct deposit, these operations will continue to be reimbursed by check prepared at CAWG Finance. Processing will be as follows:

1. WMIRS sortie data will be input within **48 hours** of completing the flight. Receipt will be scanned and uploaded to the sortie page. Input will be done by the Pilot in Command (PIC) or the Project Officer for the activity.

NOTE: NVWG pilots have access to WMIRS and can input sortie data and upload receipts.

2. The PIC or Project Officer will prepare CAWGF 10 *Cadet Orientation Flight Worksheet* to document the flights. CAWGF 10 is an Excel template that may be obtained from <http://www.cawg.cap.gov/html/Pubs/forms.htm>. The completed CAWGF 10 will be forwarded by email attachment to [F108@kawg.cap.gov](mailto:F108@kawg.cap.gov), by FAX to 818-989-8108, or by US Mail to

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3. CAWG Administrator will create the WMIRS e108, print the tow receipt and forward CAWGF 10 and receipt to Finance for payment as directed on the CAWGF 10.

#### **Missions Funded by Other Agencies.**

CAWG is occasionally requested to perform a mission by a local agency. These missions are not funded by the USAF, and therefore not part of the Direct Deposit program. Instead they are paid by check from CAWG funds, which then may be reimbursed by the requesting agency. Each of these missions is flown under unique mission numbers and mission symbols, and each must be separately identifiable so billing/reimbursements can be processed correctly. Each has unique approval and processing requirements. Each of the following missions is exempt from the monthly transfer of B & C flying funds from the squadrons. In all cases, posting of sortie completion data and uploading of receipts in WMIRS is the responsibility of the participants involved, within 48 hours of sortie completion. Members then seek reimbursement by submitting a CAPF108 and scanned receipt(s) by email attachment to [F108@kawg.cap.gov](mailto:F108@kawg.cap.gov), or by fax to 818-989-8108, or by US Mail to

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**B14** – Support requested by state or local agencies (Cal EMA or Red Cross, or other agencies), but with unfunded AFAM status for insurance. **C14** is the counterpart for Cal EMA support missions which are not approved as AFAM, and are instead covered by CAP insurance. The request is received by Operations and the appropriate mission number and symbol is determined. A WMIRS mission is generated and is approved by the Wing Commander. CAPF108 is identified with mission number, mission symbol, and by writing “CAL EMA”, “RED CROSS” or “OTHER” as applicable in Block 2, along with additional information as instructed by the IC. CAPF108 and required receipt(s) are forwarded to CAWG for processing. Finance will reimburse for fuel and other authorized charges claimed.

**C19** – Orientation flights for Aerospace Education Members. Funding comes from CAP/AE section (contact Ms Judy Stone, [JStone@capnhq.gov](mailto:JStone@capnhq.gov)), who must pre-approve the expenditure. A WMIRS “C” mission is generated by Operations and approved by the Wing Commander. CAPF108 is identified with the mission number and mission symbol and by writing “TOP FLIGHT” in Block 2. CAPF108 and receipt(s) are forwarded to CAWG for processing. Finance will reimburse the member for fuel. The WMIRS e108 causes fuel reimbursement to CAWG by electronic transfer, and transfer of maintenance funds to the Consolidated Maintenance account.

**C911** – Emergency missions pre-approved by Wing Commander and paid from wing funds. This type of mission is very infrequently used. CAPF108 should be identified with the unique mission number and symbol, and by writing “C911” in Block 2. Finance will reimburse fuel and other authorized charges as indicated on the CAPF108.

**B99** – Occasionally CAWG will be requested to perform a mission funded by a DOD agency other than the USAF. These missions are covered by FECA/FTCA insurance and may be funded through a

Military Interdepartmental Purchase Request (MIPR). Alternate per diem rates may apply as specified in the MIPR and documented in the mission description. Transfer of funds is handled at the National HQ level. WMIRS documentation and reimbursement is treated the same as for A99 missions, i.e., the posting of sortie data, uploading of receipts, generation of e108s and payment by direct deposit is covered by the Post-Sortie Reporting Overview described above. Any non-CAWG participant who is not part of the Direct Reimbursement process is reimbursed through the manual CAPF 108 process by check from CAWG Finance. Funded B99 missions are exempt from the monthly transfer of B & C flying funds from the squadrons.

### **Preparing CAPF 108**

CAPF 108, *Reimbursement for Individual CAP Member Expense* is an Excel or pdf template that may be obtained from [http://www.capmembers.com/forms\\_publications\\_regulations/forms/](http://www.capmembers.com/forms_publications_regulations/forms/)

The document provides financial backup for validating the data entered in WMIRS, and eventually posted to QuickBooks. After validating WMIRS sortie data and generation of a WMIRS e108, the CAPF108 is filed at CAWG HQ. The CAPF108 will be computer prepared for legibility, and to facilitate transmission to HQ. The following data must be posted:

Block 1. Enter Mission Number, Start and Stop Date

Block 2. Indicate Type Mission by checking the box. Enter Mission Symbol. For authorized B and C missions, enter to the right of mission symbol "Cal EMA," "Red Cross," "TOP Flight," "Other" or "C911" as appropriate.

Block 3. Enter Name and CAPID

Block 4. Enter Mailing Address

Block 4b. Enter daytime telephone number and email address

Block 5. Enter Date, Type Aircraft or Vehicle Make/Model, Aircraft N Number or Vehicle License, Hours Flown/Number of Miles, fuel and Oil Cost Claimed, Lodging & Per Diem Cost, Communications/Other Cost (explain Comm/Other costs). Attach receipts for lodging, communications and other costs. Enter data at the sortie level so it can be more easily validated to WMIRS entries.

Block 5G. **For authorized B and C missions**, enter the hourly aircraft rate per CAPR 173-3, Attachment 1. This action causes maintenance cost to be calculated and posted to Block 5H.

Block 11A. Type Name and Date.

It is no longer necessary to sign the form. Without the need for a signature, the form can be attached to an email and easily sent to [F108@cawg.cap.gov](mailto:F108@cawg.cap.gov) for processing.

Approved by Finance Committee: 10 Nov 2012