

# Ground Reimbursement Procedures

## Pennsylvania Wing

These procedures apply to all Pennsylvania Wing reimbursements incurred by ground teams.

### **Method 1 (Preferred)**

Step 1: Sign up for direct deposit in WMIRS

pdf link [http://www.capmembers.com/media/cms/F179\\_CB1E9818E2A43.pdf](http://www.capmembers.com/media/cms/F179_CB1E9818E2A43.pdf)

or for the word link go to [http://www.capmembers.com/forms\\_publications\\_regulations/forms/](http://www.capmembers.com/forms_publications_regulations/forms/) then click CAPF R173-3.

Step 2: Ensure that sortie is in WMIRS with appropriate all appropriate data as required by WMIRS.

Step 3: Upload receipt in WMIRS

Step 4: Enter your CAPID in WMIRS block

Step 5: Check Direct Payment Box in Sortie

### **Method 2**

Step 1: Ensure that sortie is in WMIRS with appropriate all appropriate data as required by WMIRS.

Step 2: Upload Receipt into WMIRS

Step 3: Fill out 108 for reimbursement and mail 108 and receipts to PA Wing Headquarters, Building 3-108, Fort Indiantown Gap, Annville PA 17003. A CAPF 108 is available on the National Forms and Regulations website.

### **Other Reimbursements**

Other reimbursements are outlined in CAPR 173-3. These must be approved in advance through the mission IC in coordination with the PAWG DO and/or the CAP NOC.

### **Gas Restrictions**

As per CAPR 173-3 only diesel or regular gas is reimbursable. Premium, Supreme, or High Octane gas is not authorized for reimbursement on CAP or AFAMs and must be within 24 hours of the sortie or fuel requires further explanation.

### **Information that must be on all Receipts**

Vendor Name and Date

The receipt date must be the same as the sortie date (This may be one day later with no further explanation due.)

The gallons and total amount must be listed

Receipt must be legible

Corporate Vehicle ID or License Plate number must be written on receipt