

PAWG Reimbursements/Payments For Wing Department Expenses

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|----------------|
| Date: |
| Email Address: |

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|-------|-----------------------|--------|------------------|
| Grade | Name (First MI Last): | CAPID: | Mailing Address: |
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INVOICE: (Print or Type) Form may be used for multiple dates or items. This form is not for National reimbursement use.

| Date of Receipt | Vendor's Name | Expense Pre-approved by | Items/Services Purchased | Reason for Expenditure / Account | Department or Event to be Charged | Total |
|-----------------|---------------|-------------------------|--------------------------|----------------------------------|-----------------------------------|-------|
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All items listed above must have a detailed receipt to support the expenditure. Copies are acceptable; scanned pdf emailed are preferred. All reimbursements must be submitted within 60 days of incurring the expense or receiving an invoice.

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| Grand Total |
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| Certification (<i>Finance Office will obtain approvals through DocuSign</i>) | Signature(s) & Date (will be added through DocuSign) |
| CAP Member: I certify that the amounts claimed were paid from my personal funds for participation as a staff member of the PAWG Staff. | |
| Department or Event Director: I certify this claim is true and proper for payment and that it is within the budget for the department or event. | |
| PAWG Finance Office: Receipt of this form is hereby acknowledged and authorized for payment. | |

Email to: LWeber@capnhq.gov or mail to: PAWG HQ, Building 3-108 Fort Indiantown Gap, Annville PA 17003

REMARKS

| Account | Expense | Descriptions | Account | Expense | Descriptions |
|--|--|---|-----------------------------|--------------------------|---|
| 7120000 | Awards | Certificates, Plaques, etc. | | | |
| 7695000 | Other Mission Expenses than listed below | This includes communication expenses, tolls, private aircraft rental, per diem, etc. | 8230000 | Printing & Publications | Informational material, leaflets, films, videos, subscriptions, books. |
| 7696000 | Vehicle Fuel | All Vehicle Fuel | 8310000 | Travel | Lodging, meals, tolls, and other misc. charges incurred by CAP members when performing authorized travel. This includes reimbursements for travel to Nat, Reg, Wing & Unit CAP meetings, conferences, inspections. (Do Not include fuel expenses) Pre-Approval Form https://forms.gle/tjYiv7TVtsdaSjQy9 |
| 7697000 | Aircraft Fuel | All Aircraft Fuel | | | |
| 7700100 | Office Supplies, Material & Supplies | Expenditures for office supplies and other materials. | | | |
| 7701000 | Cost of Sales | Supplies to be resold to members – hats, patches, uniform items. (purchases from PAWG BX use 9520090) | 8510000 | Wing Conference | Expenses to Host a Wing Conference |
| 7735000 | Equipment | All Non-communications equipment that cost less than the CAP Capitalization threshold | 8530000 | Wing Event | Expenses to Host other Wing Event Misc. i.e. Commander's Call |
| 7745000 | Communication Equip | All communications equipment that cost less than the CAP capitalization threshold | 882000 | Professional Development | Expenditures incurred to conduct Professional Development programs. |
| 7810000 | Telephone | Land-line, cell, Satellite phones and pagers | 9241000 | Advertising | Expenses for posting ads |
| 7813000 | Internet Fees | Internet and webpage hosting fees | | | |
| 7900000 | Postage & Shipping | Postage & Shipping cost including PO Box rentals | | | |
| 8015000 | Utilities | Heat, elect, water & sewer | | | |
| 8085000 | Other Facility Exp | Janitorial, Repairs, Lawn Maintenance | 9306100 | Fundraising | All fundraising activities, (Wreaths Across America is considered a fundraising activity) Fundraising, Donations and Grants Regulation 173-4 must be followed PAWGF 173-4 must be approved by the PAWG Commander |
| 8123000 | Other Equip Maint | Maintenance for other equipment | | | |
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| Activities & Encampment Expenses - All Expenses for the Event - PAWG reimbursing member to attend or purchase necessary supplies. | | | | | |
| 8475010 | Encampment, RCLS, STEM, DLC | | | 8477001 | Hawk Mt Ranger School all expenses |
| 8510000 | Cadet Conference | | | 8480010 | Cadet & Sr Combined Activity |
| 8475020 | Cadet Unit Activity i.e. Color Guard/Drill Team Supplies/Trips/Training/BCOP | | | 8488020 | Cadet & Sr Combined Activity |
| | | | | 8488350 | Aerospace Education Model Rocketry |
| 8475030 | DDR | | | | |
| | | 8476010 | Sr Member Activity not PD | | |
| 8475050 | O Flights (private A/C) | 8476020 | Sr Member Activity 2 not PD | | |
| 8475060 | IACE | | | | |