



Oregon Wing - Civil Air Patrol

Emergency Services Procedures

Procedure No

02-005

Date

01-JUL-03

Title

Operations – Processing of CAPF 108 Forms

Abstract

The processing of CAPF 108 forms for reimbursement of personal and corporate costs for the use of aircraft and ground vehicles is a cooperative effort involving CAP ES personnel, CAP Incident Commanders and selected members of Oregon Wing Staff. This procedure outlines the duties and responsibilities in this process. It must be empathized that prompt submission of reimbursement documentation is critical and must be accomplished without delay.

Procedure

Incident Commanders and Agency Liaison Personnel

1. All Incident Commanders and Agency Liaisons running missions should be using the MMU (Mission Management Utility) to manage their mission paperwork. Proper entry of data into the MMU will facilitate this process.
2. IC/AL completes all the paperwork in the MMU including closing out all CAPF 104s with Hobbs time data. They should also include the fuel amount, how paid, and cost for a cross check
3. IC/AL will follow the directions in the MMU/MMU and upload the mission data to the WMU. If the IC/AL is not using the MMU for a the mission, they must forward copies of all the sign in sheets (personnel, aircraft and vehicles) and all CAPF 104's to the Wing Reimbursement Coordinator. Either the upload must be completed or the forms sent within 24 hours of the close of the mission activity. Failure to do this will delay the processing of 108s. Accountability of IC/ALs for this will be monitored.
4. The IC/AL will notify the Wing Reimbursement Coordinator that the mission has been uploaded and is ready for processing.

Members

There are two major components to corporate aircraft use reimbursement. One is for maintenance expenses that are a set reimbursement rate per hour of aircraft use (Hobbs time). The other is for fuel and oil costs. This is also very important when a Wing credit card is used for the expense.

There are several scenarios which will be discussed in this note.

1. Aircraft fuel (and oil) is purchased by the air crew using a Wing credit card. – In this situation, all reimbursement will come back to the Wing and must be claimed by the Wing Reimbursement Coordinator..
 - a. The PIC will complete a CAPF 108 by hand, recording the times and costs for fuel and oil.
 - b. The PIC will then send this along with the fuel receipt to the Wing Reimbursement Coordinator at Oregon Wing Headquarters (28735 Grumman Drive, Eugene, OR 97402. In some cases, the FBO does not provide a receipt. In this event, the PIC should obtain the transaction number, fuel/oil amount and charges and submit this information on a sheet of paper in place of the receipt with the CAPF 108. This hand CAPF 108 and receipt is to be sent to Wing within 24 hours of the flight. It is highly recommended that the PIC retain a copy of the CAPF 108 and any receipts.
2. Aircraft fuel (and oil) is purchased using a personal credit card – In this situation, the fuel reimbursement will come back to the member who paid for the fuel/oil and the Wing will receive the maintenance reimbursement.
 - a. The member that paid for the fuel should use the WMU to prepare a CAPF 108 for their expense only. The member should wait about 24 to 48 hours before using the WMU to insure that the mission has been uploaded.

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- b. After completing the online CAPF 108, the member must mail a copy of the WMU generated CAPF 108 and receipt to the Wing Reimbursement Coordinator at Wing for the records.
 - c. Alternatively, the member can prepare a manual CAPF 108 and submit that, along with the receipt, to the Wing Reimbursement Coordinator for processing.
 - d. The PIC is to prepare a hand written CAPF 108 for the flight times as described in scenario 1 above and submit that as a backup to the upload of data from the MMU to the WMU by the IC. It is highly recommended that the PIC retain a copy of the CAPF 108 and any receipts.
3. Aircraft fuel (and oil) is purchased by a fueling officer using a Wing credit card – This situation will only occur during a search mission or training where a fueling officer is assigned. In these situations, the fueling officer will take care of the fuel receipt processing
 - a. The PIC will only have to deal with any fuel and flying that is not covered by the fueling officer (generally the RTB flight) as described previously.

Personnel using Wing Credit cards are responsible for timely submission of the CAPF 108s for flight time and fuel/oil costs (and fuel/oil costs for ground vehicles). When these forms are not submitted, the Wing is unable to recover these expenses. Personnel failing to follow procedures in the prompt submission of these forms will have the continued use of a Wing credit card and flight status re-evaluated.

Wing Reimbursement Coordinator

The Wing Reimbursement Coordinator will use the WMU and process all requests for reimbursement properly filed using the WMU or with hand generated CAPF 108s.

1. Review the information submitted by members and the IC/AL for the mission. Reject any inadequate submissions and follow up on missing data or submissions for Wing expenses
2. Use the WMU and process the mission data to create the Wing consolidated CAPF 108 for the mission. This will include reimbursement for corporate expenses as well as member expenses that have been submitted.
3. Track the submission of the consolidated CAPF 108 to insure that reimbursement is received. Follow up as required to insure payment.
4. Coordinate with the Wing Finance Office, when payment has been received to insure that proper disbursement of the reimbursement is made.
5. Follow up on any discrepancies and missing data from members.

References

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