

**RECEIPT TRANSMITTAL**

(USAF Authorized Mission Expenses)

Name	
Address (only if new)	

Requestor CAP ID #	
Reimburse to CAP ID #	
Mission #	
Mission Date	
Mission Symbol	
Sortie #'s Included	
(use WMIRS sortie #'s)	
Aircraft tail #	
Vehicle License #	

Attach receipt here
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Expenses	\$ Amount
Aircraft fuel/oil	
Total Hobbs hours:	
Vehicle fuel/oil	
Total miles driven:	
Lodging	
Per diem	
Other (specify):	
<b>TOTAL</b>	\$ -

- Instructions: 1. All sorties must have been previously closed out in WMIRS  
2. Complete this form and attach receipts. Then take the following steps  
a. Scan all paperwork to a single PDF file and upload into the sortie record in WMIRS  
b. Generate e108 reimbursement request in WMIRS

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ORWGF 173-102