



**HEADQUARTERS
CIVIL AIR PATROL ILLINOIS WING**
United States Air Force Auxiliary
PO Box 397
West Chicago, IL 60186-0397

1 October 2013

MEMORANDUM FOR ALL PERSONNEL

FROM: CC

SUBJECT: Financial Management Procedure 06 – Personal Reimbursements

1. All requests for approved mission (actual/ practice/training) reimbursement (excluding telephone bills) by wing reimbursement or direct deposit must be submitted to the Incident Commander within fifteen (15) calendar days of the expenditure (including submission to IC and closing the mission in WMIRS). Failure to comply with the 15-day time limit may result in no reimbursement for the expenditure.
2. All requests for personal reimbursement from approved expenditures made on behalf of Illinois Wing Johnson Flight Academy (JFA), Spring Encampment, or Summer Encampment shall be submitted to the event commander within fifteen (15) calendar days of the conclusion of the event. [Delayed vendor invoices received following the Wing activity will be processed based on CAPR 173-1 (19 Dec 2011), paragraph 18 Payments, and paid within 60 days of the expense or receiving an invoice.] Failure to comply with the 15-day time limit could result in no reimbursement of the expenditure at the discretion of the activity director.
3. All reimbursement requests must include proper receipts with the appropriate request form (ILWG Form 320, Wing Banker ILWG Form 321, or CAP Form 108).
 - a. Receipts must be itemized cash register receipts or invoices with member name, CAPIID, vendor name and address/phone number.
 - b. Clear, readable photocopies or pdf scans of receipts are acceptable.
 - c. Bank and credit card statements showing only the sum total of expenditures are not acceptable.
 - d. Receipt requirements shown in paragraph 3.a. through 3.c. are in compliance with National Headquarters and U.S. Internal Revenue Service (IRS) regulations.
4. Forms and receipts may be scanned and sent electronically (pdf), faxed, or submitted by postal mail. [NOTE: If sent by postal mail, the request must be received within fifteen (15) calendar days of the expense.]

RICKEY L. OETH, Colonel, CAP
Commander