Hotel Receipt Processing

Texas Wing Counterdrug Missions

Hotel Receipts

Why

- Hotel receipts are required to validate the RON request for CD members
- Hotel receipts are also needed to balance the pay the Wing Credit Card Account
- Just like fuel receipts are required for AF "A" missions

Hotel Receipts

- Scan and upload hotel receipts to WMIRS
- Ensure member name is on receipt
- No State taxes



Ramada Del Rio 2101 Veterans Bivd Del Rio, TX 78840 Tel: (830) 775 1511 Fax: (830) 768 0481

09-06-15 Folio No. Room No. : 179 Alan O'Martin : 125572 Arrival A/R Number 09-04-15 Group Code Departure : 09-06-15 : Texas Wing Civil Air Patrol Conf. No. : 45284267 Company Wyndnam Rewards: Rate Code: LWNN Invoice No. Page No. : 1 of 1

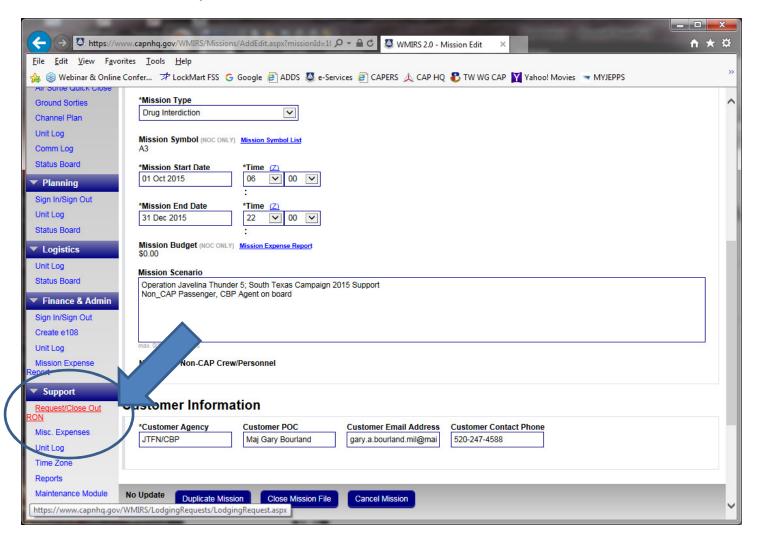
Date	Description		Charges	Credits
09-04-15	Room Charge		69.00	
09-04-15	City Tax		4.83	
09-05-15	Room Charge		69.00	
09-05-15	City Tax		4.83	
09-06-15	Visa XXXXXXXXXXX3930			147.66
Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. If you are not already a member, join the next time you shock-in, visit us at www.wyndhamrewards.com or call 1-866-996-7937.		Total	147.66	147.66
		Balance	0.00	

Thank you for staying with us! If we exceeded your expectations tell a friend, if not tell us why. Your goodwill means everything to us!

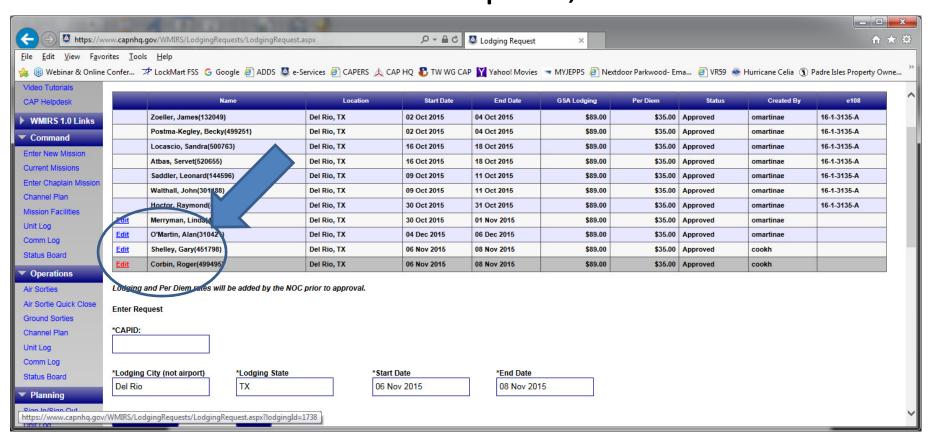
Polo Del Rio - General Manager - Polo@ramadainndelrio.com

Thank you for staying with us. It was our pleasure to serve you.

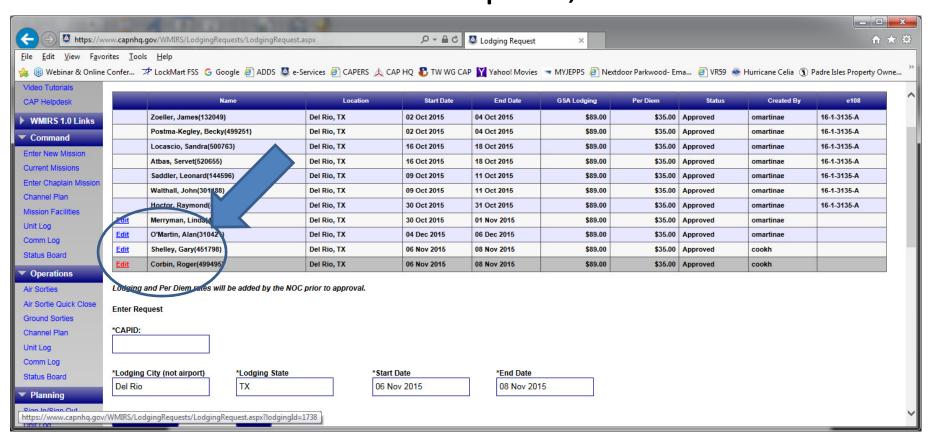
 Go to left side of mission page, find "Request/Close Out RON", click on this



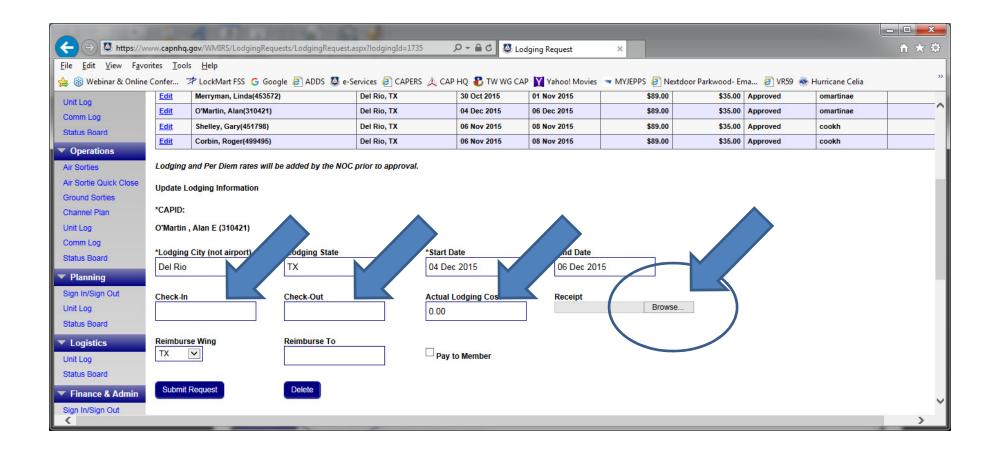
Find member's RON request, click EDIT



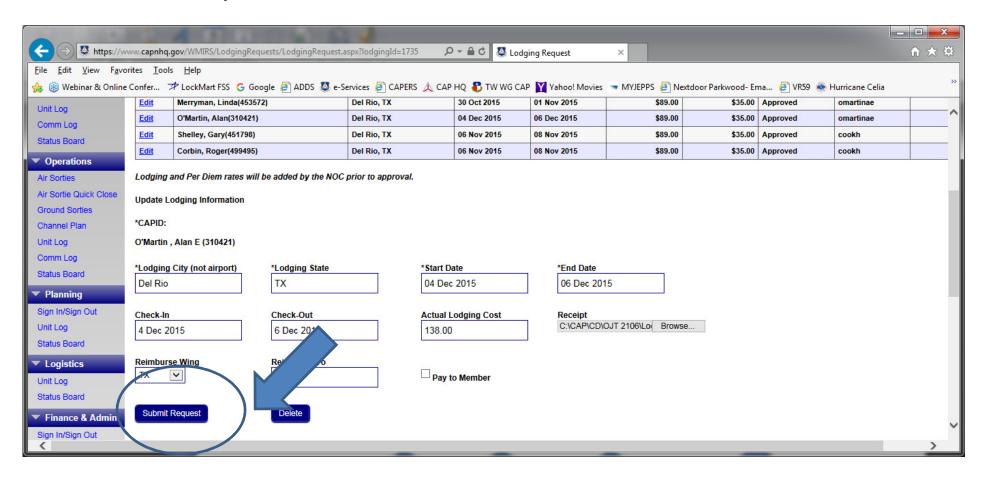
Find member's RON request, click EDIT



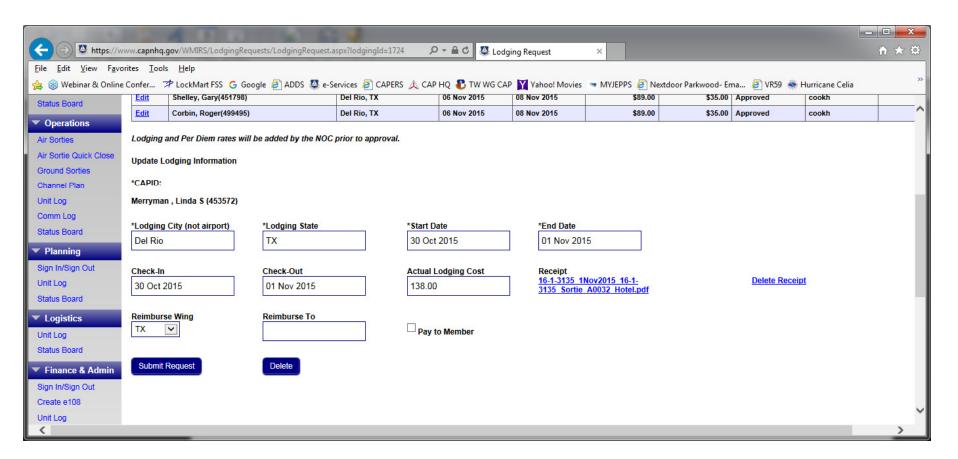
 Enter the Check-In and Check-Out Dates, Actual Lodging cost, and then select Receipt BROWSE



 Click, "Submit Request" to upload and update the RON request



Completed RON will look like this



QUESTIONS

55