

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
WORLDWIDE

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

09-06-15

Alan O'Martin US	Folio No. : 125572 A/R Number : Group Code : Company : Texas Wing Civil Air Patrol Wyndham Rewards : Invoice No. :	Room No. : 179 Arrival : 09-04-15 Departure : 09-06-15 Conf. No. : 45284267 Rate Code : LWNN Page No. : 1 of 1
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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 XXXXXXXXXXXX3930		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 check-in, visit us at www.wyndhamrewards.com or call 1-866-996-7937.		Total	147.66 147.66
		Balance	0.00

Guest Signature: _____

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@ramadaindelrio.com

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

WMIRS Upload

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

https://www.capnhq.gov/WMIRS/Missions/AddEdit.aspx?missionId=1

WMIRS 2.0 - Mission Edit

File Edit View Favorites Tools Help

Webinar & Online Confer... LockMart FSS Google ADDS e-Services CAPERS CAP HQ TW WG CAP Yahoo! Movies MYJEPPS

Ground Sorties
Channel Plan
Unit Log
Comm Log
Status Board

Planning
Sign In/Sign Out
Unit Log
Status Board

Logistics
Unit Log
Status Board

Finance & Admin
Sign In/Sign Out
Create e108
Unit Log
Mission Expense Report

Support
Request/Close Out RON
Misc. Expenses
Unit Log
Time Zone
Reports
Maintenance Module

*Mission Type
Drug Interdiction

Mission Symbol (NOC ONLY) [Mission Symbol List](#)
A3

*Mission Start Date
01 Oct 2015

*Time (Z)
06 00

*Mission End Date
31 Dec 2015

*Time (Z)
22 00

Mission Budget (NOC ONLY) [Mission Expense Report](#)
\$0.00

Mission Scenario
Operation Javelina Thunder 5; South Texas Campaign 2015 Support
Non_CAP Passenger, CBP Agent on board

Non-CAP Crew/Personnel

Customer Information

*Customer Agency
JTFN/CBP

Customer POC
Maj Gary Bourland

Customer Email Address
gary.a.bourland.mil@mail

Customer Contact Phone
520-247-4588

No Update Duplicate Mission Close Mission File Cancel Mission

https://www.capnhq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx

WMIRS Upload

- Find member's RON request, click EDIT

The screenshot displays the WMIRS Lodging Request web application. The browser address bar shows the URL: <https://www.capnhq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx>. The page title is "Lodging Request".

The left sidebar contains navigation links under "WMIRS 1.0 Links" and "Command". The "Command" section includes links for "Enter New Mission", "Current Missions", "Enter Chaplain Mission", "Channel Plan", "Mission Facilities", "Unit Log", "Comm Log", and "Status Board". The "Operations" section includes links for "Air Sorties", "Air Sortie Quick Close", "Ground Sorties", "Channel Plan", "Unit Log", "Comm Log", and "Status Board". The "Planning" section includes links for "Sign In/Sign Out" and "Sign Up".

The main content area displays a table of lodging requests. The table has the following columns: Name, Location, Start Date, End Date, GSA Lodging, Per Diem, Status, Created By, and e108. The table contains 10 rows of data, all for members in Del Rio, TX. The "Status" column for all rows is "Approved". The "Created By" column for all rows is "omartinae". The "e108" column contains the value "16-1-3135-A" for the first 8 rows and is empty for the last 2 rows.

A blue arrow points to the "Edit" link for the request of Merryman, Linda. The "Edit" link is circled in blue. Below the table, there is a section titled "Enter Request" with the following input fields:

- *CAPID:
- *Lodging City (not airport):
- *Lodging State:
- *Start Date:
- *End Date:

Below the input fields, there is a note: "Lodging and Per Diem rates will be added by the NOC prior to approval."

The browser address bar at the bottom shows the URL: <https://www.capnhq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx?lodgingId=1738>.

WMIRS Upload

- Find member's RON request, click EDIT

The screenshot displays the WMIRS Lodging Request web application. The main table lists lodging requests for members in Del Rio, TX. A blue arrow points to the 'Edit' link for the request of Merryman, Linda. The left sidebar contains navigation links for WMIRS 1.0 Links, Command, Operations, and Planning. The bottom section includes fields for CAPID, Lodging City, Lodging State, Start Date, and End Date.

	Name	Location	Start Date	End Date	GSA Lodging	Per Diem	Status	Created By	e108
	Zoeller, James(132049)	Del Rio, TX	02 Oct 2015	04 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Postma-Kegley, Becky(499251)	Del Rio, TX	02 Oct 2015	04 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Locascio, Sandra(500763)	Del Rio, TX	16 Oct 2015	18 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Atbas, Servet(520655)	Del Rio, TX	16 Oct 2015	18 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Saddler, Leonard(144596)	Del Rio, TX	09 Oct 2015	11 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Walthall, John(301188)	Del Rio, TX	09 Oct 2015	11 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Hector, Raymond(499495)	Del Rio, TX	30 Oct 2015	31 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
Edit	Merryman, Linda(499495)	Del Rio, TX	30 Oct 2015	01 Nov 2015	\$89.00	\$35.00	Approved	omartinae	
Edit	O'Martin, Alan(310421)	Del Rio, TX	04 Dec 2015	06 Dec 2015	\$89.00	\$35.00	Approved	omartinae	
Edit	Shelley, Gary(451798)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh	
Edit	Corbin, Roger(499495)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh	

Lodging and Per Diem rates will be added by the NOC prior to approval.

Enter Request

*CAPID:

*Lodging City (not airport) *Lodging State *Start Date *End Date

<https://www.capnhq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx?lodgingId=1738>

WMIRS Upload

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

The screenshot shows a web browser window with the URL <https://www.capnhq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx?lodgingId=1735>. The page title is "Lodging Request".

On the left is a navigation menu with the following sections:

- Unit Log
- Comm Log
- Status Board
- ▼ Operations
 - Air Sorties
 - Air Sortie Quick Close
 - Ground Sorties
 - Channel Plan
 - Unit Log
 - Comm Log
 - Status Board
- ▼ Planning
 - Sign In/Sign Out
 - Unit Log
 - Status Board
- ▼ Logistics
 - Unit Log
 - Status Board
- ▼ Finance & Admin
 - Sign In/Sign Out

The main content area displays a table of lodging requests:

	Name	Location	Start Date	End Date	Rate	Per Diem	Status	Officer
Edit	Merryman, Linda(453572)	Del Rio, TX	30 Oct 2015	01 Nov 2015	\$89.00	\$35.00	Approved	omartinae
Edit	O'Martin, Alan(310421)	Del Rio, TX	04 Dec 2015	06 Dec 2015	\$89.00	\$35.00	Approved	omartinae
Edit	Shelley, Gary(451798)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh
Edit	Corbin, Roger(499495)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh

Below the table, a note states: "Lodging and Per Diem rates will be added by the NOC prior to approval."

The "Update Lodging Information" section contains the following fields:

- *CAPID: O'Martin , Alan E (310421)
- *Lodging City (not airport): Del Rio
- Lodging State: TX
- *Start Date: 04 Dec 2015
- End Date: 06 Dec 2015
- Check-In: [Empty field]
- Check-Out: [Empty field]
- Actual Lodging Cost: 0.00
- Receipt: [Empty field] [Browse...](#)
- Reimburse Wing: TX (dropdown)
- Reimburse To: [Empty field]
- ☐ Pay to Member

At the bottom are two buttons: "Submit Request" and "Delete".

Four blue arrows point to the "Check-In", "Check-Out", "Actual Lodging Cost", and "Receipt" fields. The "Receipt" field and its "Browse..." button are circled in blue.

WMIRS Upload

- Click, “Submit Request” to upload and update the RON request

The screenshot displays the WMIRS Lodging Request web application. The browser address bar shows the URL: <https://www.capnhq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx?lodgingId=1735>. The page title is "Lodging Request".

The sidebar on the left contains navigation links under several categories:

- Unit Log
- Comm Log
- Status Board
- Operations**
 - Air Sorties
 - Air Sortie Quick Close
 - Ground Sorties
 - Channel Plan
 - Unit Log
 - Comm Log
 - Status Board
- Planning**
 - Sign In/Sign Out
 - Unit Log
 - Status Board
- Logistics**
 - Unit Log
 - Status Board
- Finance & Admin**
 - Sign In/Sign Out

The main content area displays a table of existing lodging requests:

Edit	Merryman, Linda(453572)	Del Rio, TX	30 Oct 2015	01 Nov 2015	\$89.00	\$35.00	Approved	omartinae		
Edit	O'Martin, Alan(310421)	Del Rio, TX	04 Dec 2015	06 Dec 2015	\$89.00	\$35.00	Approved	omartinae		
Edit	Shelley, Gary(451798)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh		
Edit	Corbin, Roger(499495)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh		

Below the table, a message states: "Lodging and Per Diem rates will be added by the NOC prior to approval."

The "Update Lodging Information" section contains the following fields:

- *CAPID: O'Martin , Alan E (310421)
- *Lodging City (not airport): Del Rio
- *Lodging State: TX
- *Start Date: 04 Dec 2015
- *End Date: 06 Dec 2015
- Check-In: 4 Dec 2015
- Check-Out: 6 Dec 2015
- Actual Lodging Cost: 138.00
- Receipt: C:\CAP\CD\OJT 2106\Lo... Browse...
- Reimburse Wing: TX (selected)
- Reimburse To: [empty field]
- ☐ Pay to Member

At the bottom of the form, there are two buttons: "Submit Request" and "Delete". A blue arrow points to the "Submit Request" button.

WMIRS Upload

- Completed RON will look like this

The screenshot shows a web browser window with the URL <https://www.capnhq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx?lodgingId=1724>. The page title is "Lodging Request".

Left Navigation Menu:

- Status Board
- Operations
 - Air Sorties
 - Air Sortie Quick Close
 - Ground Sorties
 - Channel Plan
 - Unit Log
 - Comm Log
 - Status Board
- Planning
 - Sign In/Sign Out
 - Unit Log
 - Status Board
- Logistics
 - Unit Log
 - Status Board
- Finance & Admin
 - Sign In/Sign Out
 - Create e108
 - Unit Log

Main Content Area:

Lodging Request Table:

	Name	City	Start Date	End Date	Rate	Per Diem	Status	Remarks
Edit	Shelley, Gary(451798)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh
Edit	Corbin, Roger(499495)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh

Lodging and Per Diem rates will be added by the NOC prior to approval.

Update Lodging Information

*CAPID: Merryman , Linda S (453572)

*Lodging City (not airport): *Lodging State: *Start Date: *End Date:

Check-In: Check-Out: Actual Lodging Cost: Receipt: [16-1-3135_1Nov2015_16-1-3135_Sortie_A0032_Hotel.pdf](#) [Delete Receipt](#)

Reimburse Wing: Reimburse To: ☐ Pay to Member

[Submit Request](#) [Delete](#)

QUESTIONS

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