

GUIDELINES FOR SUBMITTING CAPF 108 FOR REIMBURSEMENTS

1. The first step for completion of the CAPF 108 for reimbursement of mission expenses is to ensure that you have the most current edition of the form as previous additions will not be used. The date of the most current CAPF 108 is March 03. The form must be prepared legibly, typewritten is the preferred method, but if that is not possible, then print where it can be read with ease.
2. **The reimbursement request must be filed within 15 days of the close of the mission.** No request for reimbursements will be accepted after 30 days from the close of the mission.
3. The member applying for reimbursement should put his unit name and mailing address in box 4A, as all reimbursements will be mailed to the unit. The unit will then reimburse the member. In box 4B, please put the phone number and e-mail address of the member requesting reimbursement in case there are any questions contact information is readily available.
4. In Block 5A, place the date of the activity for which you are requesting reimbursement. In Block 5F, the hours flown or vehicle miles driven, must agree with the amount listed on the CAPF 104/109 and the Mission Logs provided by the Incident Commander. In Block 5G; insert the hourly rate for the aircraft flown on this sortie (\$30.00 for C-172, and \$32.00 for C-182s for corporate owned aircraft). In Block 5H put the total amount of aircraft cost claimed (the hourly rate X number of hours). In Block I put the total fuel claimed for this sortie only. The amount of fuel claimed, must match the amount on the receipt. If the fuel was for more than one sortie, note that on the entry and list all sorties covered under that fuel receipt together. If the fuel cost covers more than one sortie, you must submit a 104 for each sortie, even if you were not a crewmember on the sortie. In Block L, subtotal the amounts claimed for maintenance and fuel for that sortie. Each sortie should be listed on a separate line, and subtotaled. For the line TOTAL CLAIMED BY CATEGORY, if you total the amounts in Block 6, 7, 8 & 9, they should equal the amount in Block 10. Type or print your name and sign the completed form in Block 11B, and put the date you completed the form.
5. Along with the completed CAPF 108, attach all **original** fuel receipts for sorties requesting reimbursement. Attach the original fuel receipt with scotch tape (no staples) to an 8X11 sheet of paper. On the receipt or the paper, indicate the mission number, members name, aircraft/vehicle number and CAP Call sign, and the SORTIE NUMBER on each receipt.
6. A copy of the CAPF 104s or CAPF 84s for aircraft and CAPF 109 must be submitted for each sortie for which reimbursement is being requested. If you were not the Pilot-in-Command or the Ground Team Leader, but you are the crew member who is requesting reimbursement, please indicate this information on the CAPF 108 or on the receipt page. This will expedite matching information for the exact sortie, and thus speed your reimbursement.
7. Aircraft maintenance cost **must** be filed for all mission sorties involving corporate aircraft, irregardless of whether or not you file for fuel reimbursement. Failure to file for aircraft maintenance reimbursement may result in the Pilot-In-Command

- being billed by wing for the aircraft maintenance. You cannot file for fuel reimbursement only on aircraft flights, except for member owned aircraft. If it is a corporate aircraft you must file for maintenance.
8. Each individual must file their own claim for POV fuel reimbursement. One member should not file for other members fuel reimbursement for POV. A CAPF 109 must accompany each request for vehicle fuel reimbursement.
 9. Remember for CD activities, there is no longer a 15% Administrative Fee that can be collected.
 10. For mission reimbursements such as Communications Cost, these must be pre-approved by the Incident Commander, and must be accompanied by original receipts for the amount claimed.
 11. Remember all requests for reimbursements must be submitted within **15** days of the mission, as all payments must be made within 30 days after the mission is closed.
 12. Repeated failure to correctly submit reimbursement requests, or repeated failure to file for aircraft maintenance, may result in loss of your ES privileges.
 13. At the close of each mission, the Incident Commander **must** submit a TXWG Form 117 Mission Reimbursement Summary indicating vehicle and aircraft expenses or a calculating CAPF 107 with times and fuel costs indicated for each aircraft sortie to Wing Headquarters within 72 hours after the close of the mission.
 14. Thirty days after the mission is closed, Texas Wing Finance will compare all aircraft reimbursement requests with the mission paperwork to insure that the aircraft maintenance reimbursement has been requested for each sortie flown. If there are sorties where no aircraft reimbursement was requested, Texas Wing Finance will complete 108s requesting aircraft maintenance reimbursement on these sorties. The Mission Pilot who failed to file for aircraft maintenance reimbursement will then be billed for the amount of aircraft maintenance due on those sorties. Repeated billings may result in the loss of pilot status on that member's CAP Form 101.