

Procedural Instructions:

- 1.) This form is for personal reimbursement of expenses related to Corp or Personal vehicle fuel used during a CAP mission.
- 2.) Vehicle must be pre-authorized to be used during a mission and a WMIRS sortie number must be issued for the vehicle each time it is used.
- 3.) Vehicle must be topped off before being used for the mission (not reimbursed) and must be topped off again within one day after returning from a mission.
- 4.) Fuel receipts must be dated within one day following the date vehicle is used during the mission.
- 5.) Vehicle must be signed in on a Capf-121 each day the vehicle was used at the mission.
- 6.) Fill out Capf-108, print, sign, and mail with original fuel receipts, within the published time limits, following instructions stated in the OPS/PLAN for the mission.
- 7.) The IC or designee will check mission Capf-121's to make sure vehicle was signed-in during the date of claim with same License No and Make of vehicle.
- 8.) The IC or designee will make sure this vehicle has been entered correctly into WMIRS with License No, Make, Mileage, Man Hours, and Fuel Expenses, etc.
- 9.) The IC or designee will verify the WMIRS sortie numbers related to this claim are correct on this Capf-108 and also properly entered into WMIRS.

Excel CAPF-108 Instructions:

- 1.) Click on "Default-Data" tab at bottom and fill out all default-data related to your vehicle if not already entered.
- 2.) Click on "FORM-108" tab at bottom and fill out claim related data. Be sure to include sortie No for each time the vehicle is used.
- 3.) Type in Mission Number, Beginning and Ending Dates, Date of Vehicle Use, Vehicle License No. is a pull-down taken from the "Default-Data" sheet.
- 4.) Select the Vehicle License No from the Pull-Down. The Make / Vehicle ID, Call Sign, and owner will be filled in automatically from the "Default-Data" sheet.
- 5.) Make sure ALL blocks related to your claim are filled out. They will be highlighted in yellow until you fill in the data.
- 5.) Be sure to enter the WMIRS assigned Sortie Number for each line item.