

The financial health of New York Wing Civil Air Patrol is highly dependant on our ability to receive Air Force and other agency reimbursement in a timely manner. Members expect prompt reimbursement for covered expenses. Service providers expect prompt payment for services rendered. This document will define procedures to be used in conjunction with mission activity and other financial events directly related to corporate owned aircraft and vehicles. It will define procedures to be followed to enable tracking of monies due NYW for mission activity and follow up of missing paperwork.

ALL CAP flights are to be reported in WMIRS. The cost of fuel is not required if paid by the member on non reimbursed flights.

Non reimbursed flights in corporate aircraft require the pilot to pay the minor maintenance rate according to CAPR173-3 plus pay for the fuel. Wing must collect the minor maintenance rate for all non reimbursed flights and forward these funds to NHQ quarterly for the maintenance program.

Monies due to NYW for each month's flying will be paid be the group with stewardship of aircraft each month. The NYWF6 is the reporting mechanism that summarizes flight hours by mission symbol and computes the amount due NYW. The NYWF6 must be completed on line no later than the 5th of the following month and a printed copy of the form with payment to NYW/FM no later than the 15th of the following month.

Reimbursed actual or training missions ("A" mission symbols) require a CAPF108 with original receipts sent to NYW/DO for logging, consolidation, reconciliation with WMIRS and submission of the finalized CAPF108 via WMIRS.

AFROTC orientation flights require the AFROTC cadet form supplied with the CAPF108 and original receipts.

CAP cadet orientation flights require the "pilot report" in WMIRS with original fuel receipts.

Reimbursed missions must be reported promptly and accurately. Wing submission for reimbursement more than 45 days after the mission close may not be paid.

If reimbursement to a member is required for mission related expenses, a NYWF 80 must be submitted with original receipts. NYW/DO will forward NYWF 80's to NYW/FM upon verification of mission participation and submission of appropriate CAPF108 information.

Mailing address for NYW/DO:
Lt Col Bill Hughes, 4667 Boynton Rd., Walworth, NY, 14568.

The responsibility for CAPF 108's for corporate owned aircraft lies with the group having stewardship of the aircraft. Pilots are expected to complete the 108's but groups must ensure they are accurate, complete and submitted timely. Groups may opt to use other procedures but the financial responsibility remains with the group with stewardship.

Invoices for authorized maintenance for corporate owned aircraft and vehicles must be sent directly to NHQ/LGM via FAX or email per instructions from one of the wing aircraft maintenance officers. Only mid cycle oil changes and other maintenance that must be done where the aircraft is located. All major maintenance is performed at one of the consolidated maintenance shops.

Aircraft Maintenance Officer - West: Lt Col Jim Pierson
Aircraft Maintenance Officer - East: Capt Howard Kravitz

Vehicle maintenance is coordinated thru NYW/LG, Lt Col Terry LeFeber.

Any other member reimbursement will be requested via a NYWF 80 through the appropriate Wing staff officer.