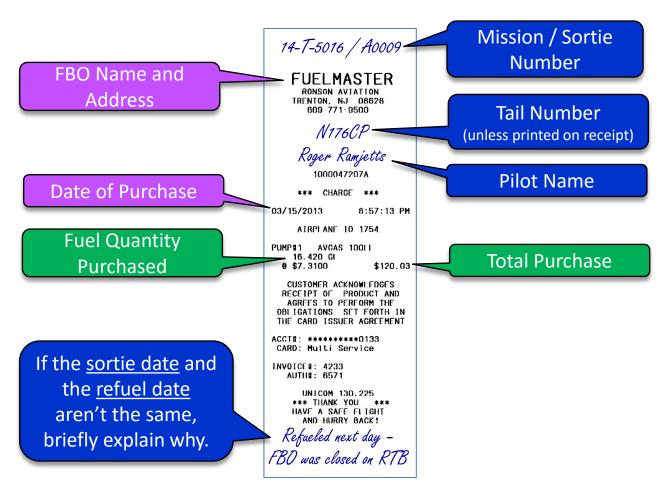
## Sample Aircraft Fuel Receipt



□ Always write the Mission & Sortie Numbers clearly on the receipt.

□ Is the Tail Number pre-printed correctly on the receipt? If not, write it in.

□ Write the Pilot's name on the receipt.

□ Is the FBO's name & address on the receipt?

□ Is the fuel purchase date on the receipt the same as the sortie date? If not, you must briefly note the reason why.

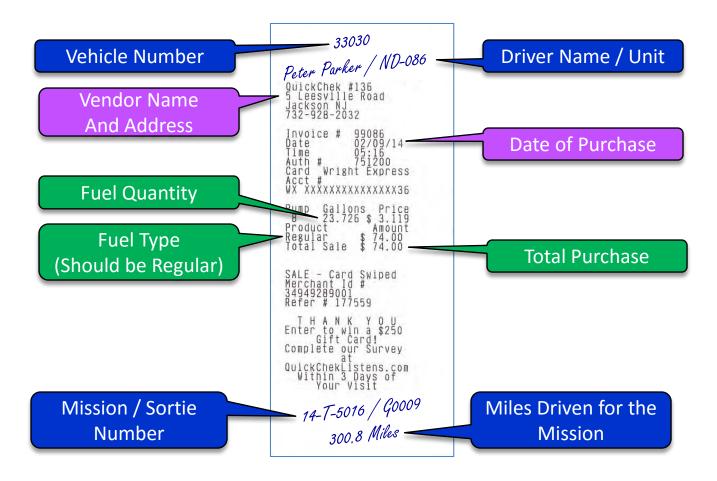
- □ Is the Quantity and Type of fuel correct?
- □ Is the total purchase amount correct?

□ Is the receipt and your printing legible?

■ Be sure the receipt is IMMEDIATELY scanned and uploaded to the sortie in WMIRS! Smartphone Apps allow you to instantly scan the receipt to PDF for immediate upload to the sortie in WMIRS! **Upload must be done** within 72 hours.

□ Send the receipt to Wing Headquarters.

## Sample Vehicle Fuel Receipt



□ Is the Vehicle number (33xxx) written on the receipt?

□ Is the name of the member who made the purchase and their unit on the receipt?

□ Is the Service Station's name and location on the receipt?

□ Is the date of the purchase on the receipt?

□ Is the Quantity and Type of fuel correct?

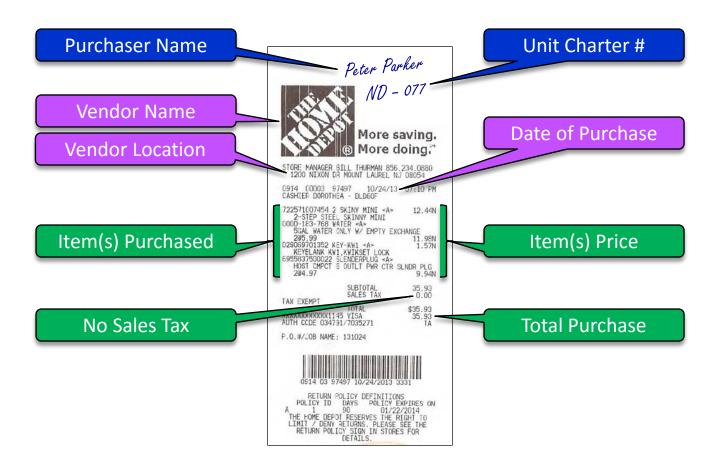
□ Is the total purchase amount correct?

□ Is the receipt, including your notes, legible?

□ If on a mission, be sure the receipt is IMMEDIATELY scanned and uploaded to the sortie in WMIRS! Smartphone Apps allow you to instantly scan the receipt to PDF for immediate upload to the sortie in WMIRS! Upload must be done within 72 hours.

□ Send the receipt to Wing Headquarters.

## Sample Merchandise Receipt



□ Is the name of the member who made the purchase on the receipt?

□ Is the Vendor's name and location on the receipt?

Are all items on the receipt for CAP use? \*\*\*\* Do Not put personal use items on the same purchase as CAP purchases.\*\*\*\*

□ Is the charter number of the unit reimbursing the purchase on the receipt?

□ Is the total amount correct?

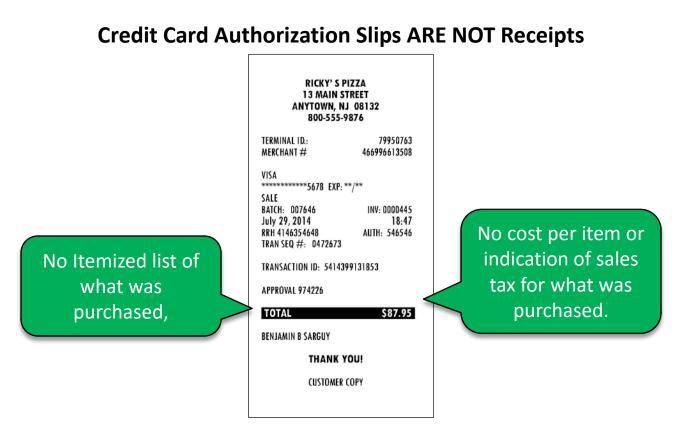
□ Is the receipt legible?

□ Submit your receipt with the correct reimbursement form to your finance officer promptly.

\*\*\*\*IAW CAPR 173-1, NDWG/FM cannot reimburse purchases older than 60 days.\*\*\*\*

□ Is the date of the purchase on the receipt?

## **Common Mistakes to Avoid**



 $\Box$  Always ask for an itemized receipt when purchasing with a credit card . CAP <u>WILL NOT</u> accept credit card authorization slips as receipts.

 $\Box$  <u>NEVER</u> combine CAP purchases with your personal purchases. Always use a separate transaction when you buy items for CAP use.

□ Be sure to submit your receipts to your finance officer immediately. CAPR 173-1 forbids payment of reimbursements older than 60 days from the date of the purchase on the receipt. Be sure to leave enough time for your finance officer to get the appropriate signatures and transmit the request to NDWG/FM.