



RECEIPT TRANSMITTAL
(USAF Authorized Mission Expenses)



Name	
Address (only if new)	

Requestor CAP ID #	
Reimburse to CAP ID #	
Mission #	
Mission Date	
Mission Symbol	
Sortie #'s Included	
(Use WMIRS sortie #'s and include all sorties covered by this receipt)	
Aircraft tail #	
Vehicle License #	

Expenses	\$ Amount
Aircraft fuel/oil	
_____ Total Hobbs Hours	
Vehicle fuel/oil	
_____ Vehicle miles driven	
Lodging	
Per diem	
Total	\$ -

Notes/explanation/receipts (use reverse side if necessary)

- Instructions: 1. All sorties must have been previously closed out in WMIRS
 2. Complete this form and attach receipts. Then take the following steps (c. is only required if you can't do a.):
 a. Scan all paperwork to a single PDF file and upload into WMIRS
 b. If you have been authorized to do so generate your own e108 in WMIRS
 or send email to Wing Administrator and Wing DO notifying them the upload has been done
 c. FAX or mail all of the paperwork to Wing Administrator at Wing headquarters

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