HEADQUARTERS
CIVIL AIR PATROL CONNECTICUT WING
UNITED STATES AIR FORCE AUXILIARY
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18 November 2013

Financial Management

Vehicle Reimbursement

PROCEDURES, PAYMENTS, PENALTIES

Effective 1 June 2011:

1. Invoices for vehicle repair and maintenance reimbursements to members shall be sent to the Connecticut Wing Finance Officer and Transportation Officer with a Form 173-C and invoice showing payment. The 173-C and invoice must be received at Wing HQ within 60 days of the paid invoice date. An additional copy of only the paid invoice will be forwarded to the Wing an additional copy of only the paid invoice will be forwarded to the Wing Transportation Officer.

2. The Form 173-C shall contain a statement from the Squadron Commander or Squadron Finance Officer to either reimburse the member immediately ("Option 1") or wait until reimbursement from National is received before reimbursing such member ("Option 2").

3. If Option 1 is selected, the member shall be reimbursed immediately in accordance with standard reimbursement practices. When Wing receives reimbursement from National, Wing shall issue and deposit a check to the Squadron bank account.

4. If Option 2 is selected, the member shall be reimbursed after Wing receives reimbursement from National and issues and deposits a check to the Squadron bank account.

5. The Transportation Officer shall work with the Finance Officer to associate the reimbursements with specific Squadrons. A brief description of the repair will be provided to the Finance Dept. upon receipt of the POVE from National Headquarters.

Col. Kenneth E. Chapman, CAP

CTWG Commander

Capt Joseph Bisnov, CAP

CTWG Finance Officer

Col. Nick Brignola, CAP

CTWG Transportation Officer