** Hawaii Wing Civil Air Patrol **

 **Reimbursement Requisition Form**

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| **I. Identifying Data** |
| Pay To (Include address if needed mailed) | Unit Charter Number |
|  | Date Expense Incurred |
|  | Invoice Number (if applicable) |
|  | Amount |
|  |  |
| **II. Justification Data** |
| Purpose of Funds: |
| **III. Funds Allocation** |
| Description | Account Name | Amount |
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|  |  **Total Amount** | **$** |
| **IV. Actions and Approvals** |
| Name and Grade of Requester | Signature of Requester and Date |
| Name and Grade of Approval Authority | Signature of Approval Authority and Date |
| Name and Grade of FM or Committee Member | Signature of FM or Committee Member and Date |
|  ***All signatures and required documents/receipts must be present for check to be issued*** |

 HIWG FORM 108, Reimbursement Requisition, November 2017

**Policy summary and instructions for submittal:**

1. All pre-approved travel by Hawaii Wing members requires a HIWG expense form 108 be submitted to the Wing Commander 15 days prior to an event for approval by the Wing Commander and review by the Finance Committee.
2. Members are encouraged to rely on CAP Wing vehicles or hotel courtesy vans for transportation whenever possible.
3. Meals are the responsibility of the member.
4. Personal laundry shall not be reimbursed.
5. Telephone and fax charges for business communication made for Wing related purpose may be reimbursed. Receipts must be attached to the form 108 and should be included on hotel statement.
6. Any reasonable business-related registration fees may be reimbursed.
7. Expenses exceeding the original approval amount must be approved by the Wing Commander and reviewed by the Finance Committee prior to reimbursement.
8. Other expenses may be reimbursed predicated upon prior Wing Commander approval with Finance Committee review to ensure the availability of funds.
9. Upon completion of the required travel, the member must submit ALL receipts (copies will suffice), and the original Hawaii Wing form 108 to the Wing Administrator. Expenses exceeding the original approval must be approved by the Wing Commander and reviewed by the Finance Committee. The reimbursement request must be turned in *no later than 30 days after the event.*