



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 South Hansell Street
Maxwell AFB AL 36112-6332

MEMORANDUM FOR CAP WINGS

FROM: NHQ/FM/DO

SUBJECT: Mission Expense Reimbursement to Members

Members who will be reimbursed directly for mission related expenses are required to sign up for direct deposit by means of electronic funds deposit. Due to the anticipated high volume of member reimbursements, direct deposit is the most cost efficient payment method in place to manage this process.

- All members incurring mission related expenses for vehicle and aircraft fuel and expecting reimbursement should complete the direct deposit sign up form and remit to NHQ/FM, along with a voided check copy
- All requests and supporting documentation will be entered and approved through WMIRS, and paid through the Navision accounting system by NHQ/FM.
- If direct deposit information is not provided to NHQ/FM in a timely manner, the payment will be forwarded to the Wing/Region for payment according to the current process.
- A copy of the Direct Deposit Sign Up form is attached for your convenience.
- WMIRS instructions for selecting "Pay to Member" are attached.

Handwritten signature of Susan Easter in black ink.

SUSAN EASTER
Chief Financial Officer

Handwritten signature of John F. Dean, Jr. in black ink.

JOHN F. DEAN, JR
Director, Operations