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Subject: **CAWG General Message Announcement - Changes to the Reimbursement Process for Mission Related Expenses**
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All CAWG Members who file CAPF108's (all others can delete)

As you may have heard, CAP is undergoing some substantial changes in how we do things. These changes are being driven from National Headquarters and will affect all wings. The bottom line is that we have to become more efficient in everything that we do and one area that we must improve is in the processing of mission related expenses through the CAPF108 reimbursement process.

Most of our members that submit CAPF108's for reimbursement for mission related expenses submit the paper version of the form along with their associated receipts and checks are manually processed at the wing level and mailed back to the member. This is a very time consuming process and one that we will be changing.

Effective 1 June 2012, all mission related expenses (both air and ground) for fuel, oil and oxygen will be processed electronically and all members submitting for these type of reimbursements will be required to use the electronic direct deposit process. This process will require members to input their mission related information into the Web Mission Information Reporting System (WMIRS) and scan and upload receipts into the system. Once the member is set up in the system, the reimbursement will automatically and electronically be deposited back into their bank account. This system has been available on a limited basis in CAWG and has been very successful in its limited use. More detailed instructions about the process will be forthcoming in the next couple of weeks. In the mean time, we need to start the process of getting all personnel who currently process CAPF108's for reimbursement for fuel, oil and oxygen enrolled in the direct deposit program.

Attached is a memo from National Headquarters outlining the program, instructions on the e108 process and the enrollment form for direct deposit. Please review this information and then complete and submit the sign-up form as outlined at the bottom of the form. As previous stated, more information on the program will be sent out soon.

Thank you in advance for working with us to make your wing more efficient.

Regards,

Jon Stokes, Colonel, CAP
Commander, California Wing
Civil Air Patrol, United States Air Force Auxiliary