

WASHINGTON WING CIVIL AIR PATROL TRAVEL REQUEST AND REIMBURSEMENT FORM			
1. TYPE PAYMENT REQUESTED:		Check (mailed) Check (hold at wing) Direct Deposit	
2. E-MAIL ADDRESS:			
3. NAME (LAST, FIRST, MIDDLE INITIAL)			
5A. ADDRESS - NUMBER AND STREET	B. CITY	C. STATE	D. ZIP
6. TELEPHONE NUMBER (INCLUDE AREA CODE)		7. Unit	
8. TRAVEL AUTHORIZATION (req'd to book travel)			
8A. PURPOSE OF TRAVEL			
8B. ESTIMATED COSTS:		Airfare: \$	Hotel: \$
Registration Fees:		Parking: \$	Gas: \$
\$		Tolls: \$	Taxis: \$
		Totals: \$	
8C. Expected Dates of Travel:		From:	To:
9A. APPROVAL (Dept Head)			9B. DATE
10A. APPROVAL (Finance Committee Mbr)			10B. DATE
11A. APPROVAL (Commander)			11B. DATE
12. ITINERARY			
A. DATE(dd mmm yy)	B. PLACE (City & State)	C. MEANS/MODE OF TRAVEL	D. REASON FOR STOP
DEP			
ARR			
DEP			
ARR			
DEP			
ARR			
DEP			
ARR			
E. Notes:			
13. EXPENSES			
A. DATE (dd mmm yy)	B. EXPENSE DESCRIPTION	C. AMOUNT	D. Payment Method (Cash/Wing Credit Card)
E. Totals of expenditures:		Advance Paid to claimant: \$	
\$ _____		Paid by Wing Credit Card: \$	
		Subtotal of expenses: \$	
		F. Total owed to claimant: \$	
14A. CLAIMANT SIGNATURE			14B. DATE
15A. APPROVAL			15B. DATE
ALL RECEIPTS MUST BE ATTACHED			

INSTRUCTIONS

General Guidelines for completing WAWG F36 Request for Travel and Reimbursement

- This form is used to obtain travel approval prior to travel and will act as the reimbursement report upon completion of the travel.
- Signatures are not required if approvals are obtained via Sertifi.
- Authorization for the travel should be obtained no sooner than 30 days prior to travel. Exceptions will be considered on a case-by-case basis.
- This form must be returned within 30 days of completion of the trip with all receipts and authorizations.

Detailed instructions

- 1) Circle the reimbursement method preferred.
- 2-6) Fill out the basic contact information
- 7) Enter the member's home unit.
- 8) The travel authorization section is used to obtain approval to commit financial resources towards the travel. It includes estimated expenses and totals. This can be obtained through quotes or anticipated expenditures.
 - A. Provide a brief description or name of the conference being attended.
 - B. Provide quotes and estimates for the cost of the trip.
 - C. Provide the expected dates of travel.
- 9-11) Obtain approval signatures. For Units, this should consist of the finance officer in lieu of a department head. Signatures can be replaced if approval is obtained via Sertifi.
- 12) Use the table to fill out the itinerary. The top line is for the origination point and the bottom line will be for arriving at home. Any additional comments about the trip are to be added to the notes section. Use 'DESTINATION' for the reason for stop at the destination, 'ORINATION' for the starting point and 'HOME' at the completion of the trip.
- 13) The final expenditures are to be tabulated and attached with their receipts. For the purposes of this calculation, advances may include airfare reimbursements processed prior to travel. Box E is for the total sum of all expenditures for the trip. Box F. represents the final amount owed to the claimant.

F. Total Owed to Claimant = Total of expenditures - Advance Paid - amount paid via wing credit card
- 14) The printed name and signature of the claimant of the expenses.
- 15) Final approval signature of a member authorized IAW CAPF 172, consolidated authorizations, to approve the final expenditure. Sertifi approval may substitute in lieu of a hand signature.