RECEIPT TRANSMITTAL (USAF Authorized Mission Expenses)

Name	
Address (only if new)	

Requestor CAP ID #	
Reimburse to CAP ID #	
Mission #	
Mission Date	
Mission Symbol	
Sortie #'s Included	
(use WMIRS sortie #'s)	
Aircraft tail #	
Vehicle License #	

Expenses	$ Amount
Aircraft fuel/oil	
Vehicle fuel/oil	
_____ miles driven	
Lodging	
Per diem	
Total	

Notes/explanation/receipts (use reverse side if necessary)

Instructions: 1. All sorties must have been previously closed out in WMIRS (either directly or through the IMU)
2. Complete this form and attach receipts. Then take one of the following steps (a. is preferred):
a. Scan all paperwork to a single PDF file and upload into WMIRS
Send email to Wing Administrator and Wing DO notifying upload has been done
b. FAX or mail all of the paperwork to Wing Administrator at Wing headquarters

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