

MOWG Flight Clinic



Finance Brief

May 9th 2015

Civil Air Patrol



MOWG Flight Clinic

Civil Air Patrol *Pilots!*

Awesome Job Serving Many Customers

- O'Rides
- SAR Response
- FEMA/SEMA Missions
- Department of Environment
- Pilot Proficiency & Instruction
- Cadet Instruction
- ETC.



Civil Air Patrol



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You Have Additional *Internal* Customers



Todd Kirkendall
Wing Administrator



Lt. Col. Mary Fuller
DO Assistant



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Aircraft Flight Time Logs



AIRCRAFT FLIGHT TIME LOG



Tail 99759 Month: 12 Year: 2019 Wing/Regio MO Model 172P Base MKE Page: 2 of 2

Mo/Day (Z)	Mission	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To
12/27	MO-MIS	49	C12	-	Lice	
FL (Last Name/CAPID)		PIC <input type="checkbox"/> F5 <input type="checkbox"/>	FR (Last Name/CAPID)		PIC <input type="checkbox"/> F5 <input type="checkbox"/>	Dep ARPT: <u></u> HOBBS <u></u> TACH <u></u> Fuel & Oil <u></u>
[REDACTED]			[REDACTED]			ATA Zulu: <u></u> Stop: <u></u> Stop: <u></u> Gallons: <u></u>
RL (Last Name/CAPID)		NO GO - Battery Dead		RR (Last Name/CAPID)		Arr ARPT: <u></u> Start: <u>115.5</u> Start: <u>3507.7</u> Quarts: <u></u>
[REDACTED]				[REDACTED]		ATA Zulu: <u></u> Total: <u></u> Total: <u></u> Total \$: <u></u>
(List additional occupants in flight block below)						
Mo/Day (Z)	Mission	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To
12/29	MO-MESC		C12	-	Worcester	538770
FL (Last Name/CAPID)		PIC <input checked="" type="checkbox"/> F5 <input type="checkbox"/>	FR (Last Name/CAPID)		PIC <input type="checkbox"/> F5 <input type="checkbox"/>	Dep ARPT: <u>MKE</u> HOBBS <u></u> TACH <u></u> Fuel & Oil <u></u>
[REDACTED]			[REDACTED]			ATA Zulu: <u>1539</u> Stop: <u>117.9</u> Stop: <u>3509.8</u> Gallons: <u></u>
RL (Last Name/CAPID)				RR (Last Name/CAPID)		Arr ARPT: <u>MKE</u> Start: <u>115.5</u> Start: <u>3507.7</u> Quarts: <u></u>
[REDACTED]				[REDACTED]		ATA Zulu: <u>1740</u> Total: <u>2.4</u> Total: <u>2.1</u> Total \$: <u></u>
(List additional occupants in flight block below)						
Mo/Day (Z)	Mission	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To
12/29	MO-MESC		C12	-	Worcester	486081
FL (Last Name/CAPID)		PIC <input type="checkbox"/> F5 <input type="checkbox"/>	FR (Last Name/CAPID)		PIC <input type="checkbox"/> F5 <input type="checkbox"/>	Dep ARPT: <u>MKE</u> HOBBS <u></u> TACH <u></u> Fuel & Oil <u></u>
[REDACTED]			[REDACTED]			ATA Zulu: <u>1845</u> Stop: <u>120.1</u> Stop: <u>3511.8</u> Gallons: <u></u>
RL (Last Name/CAPID)				RR (Last Name/CAPID)		Arr ARPT: <u>MKE</u> Start: <u>115.5</u> Start: <u>3507.7</u> Quarts: <u></u>
[REDACTED]				[REDACTED]		ATA Zulu: <u>2150</u> Total: <u>2.2</u> Total: <u>2.0</u> Total \$: <u></u>
(List additional occupants in flight block below)						
Mo/Day (Z)	Mission	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To

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Aircraft Flight Time Logs



AIRCRAFT FLIGHT TIME LOG



Tail No: N920CP Month: APR Year: 20 15 Wing/Region: Missouri Model: C172S Base: KTBN Page: of

Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To
4/15	MO-Misc	A0162	C-12	/	Rice St. Clair	Danner
FL (Last Name/CAPID)		PIC <input checked="" type="checkbox"/> F5 <input type="checkbox"/> F91 <input type="checkbox"/>	FR (Last Name/CAPID)		PIC <input type="checkbox"/> F5 <input type="checkbox"/> F91 <input type="checkbox"/>	Dep ARPT: <u>KTBN</u>
<u>Danner / 551086</u>						HOBBS
RL (Last Name/CAPID)			RR (Last Name/CAPID)			TACH
						Fuel & Oil
					ATA Zulu:	Gallons:
					Arr ARPT: <u>KTBN</u>	Quarts:
					Total: <u>0.5</u>	Total \$:
(List additional occupants in flight block below)						
Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To
4/16	MO-Misc	A0163	C-12	/	Rice	Danner
FL (Last Name/CAPID)		PIC <input checked="" type="checkbox"/> F5 <input type="checkbox"/> F91 <input type="checkbox"/>	FR (Last Name/CAPID)		PIC <input type="checkbox"/> F5 <input type="checkbox"/> F91 <input type="checkbox"/>	Dep ARPT: <u>KTBN</u>
<u>Danner / 551086</u>						HOBBS
RL (Last Name/CAPID)			RR (Last Name/CAPID)			TACH
						Fuel & Oil
					ATA Zulu: <u>2140</u>	Gallons:
					Arr ARPT: <u>KTBN</u>	Quarts:
					Total: <u>0.6</u>	Total \$:
(List additional occupants in flight block below)						
Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To
FL (Last Name/CAPID)		PIC <input type="checkbox"/> F5 <input type="checkbox"/> F91 <input type="checkbox"/>	FR (Last Name/CAPID)		PIC <input type="checkbox"/> F5 <input type="checkbox"/> F91 <input type="checkbox"/>	Dep ARPT:
						HOBBS
RL (Last Name/CAPID)			RR (Last Name/CAPID)			TACH
						Fuel & Oil
					ATA Zulu:	Gallons:
					Arr ARPT:	Quarts:
					Total:	Total \$:
(List additional occupants in flight block below)						
Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To



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Scanned Receipts / Documents:

- Adobe Acrobat .PDF Required
- Check Legibility after Scanning
** Especially if using portable scanner **
- Try to avoid the scan so that it is not sideways, upside down or cropped.
- Do not round up gallons (13.9 to 14) Enter what is on receipt.
- If FBO uses a card not assigned to CAP, email Wing Admin at hq@mowgcap.org
- Only Upload Fuel/Oil Receipts to WMIRS Individual Sortie Page
--Not in the Mission Files folder



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File-Naming Conventions

- What: Mission, Sortie, Document
- Vehicle/Aircraft
- Who: Member CAPID
- How Much: \$xx.xx
- When: YYYYMMDD
- Examples:
 - ORM_15-T-4545_A002_N230CP_491147_20150509.pdf
 - W&B_15-T-4545_A002_N230CP_491147_20150509.pdf
 - Receipt_15-T-4545_A002_\$50.66_N230CP_491147_20150509.pdf



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WMIRS

- Mission Sortie Data Must be Loaded in WMIRS Within 72 hours
- If receipt transaction date is more than 1 day after sortie date, a detailed explanation must accompany the receipt.
- Ensure that WMIRS Data Is Accurate
- Flight Logs: Complete, Accurate & Legible
- Ensure that the “No Fuel” Check Box is checked if no fuel is being charged to that Sortie.
- Ensure NO Spaces in data entries such as for Aircraft. N230CP is recorded by WMIRS as different than N 230CP.



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Verizon 6:48 PM 77%

capnhq.gov

DME
 Tactical Repeater Connection
 Becker DF
 L-Tronics
 Autopilot
 GPS
 CAP FM Radio
 Satellite Phone Connection

Life Rafts & Vests
 Digital Camera
 ADIS
 Satellite Phone
 ARCHER Airborne System
 ARCHER Ground Station
 Other

[Hide Closeout Info](#)

ATD (CDT) : :
 ATA (CDT) : :

NOTE: Hobbs and Tach are now switched to match the aircraft log.

Hobbs:
 552.9 End
 551.1 Start
 1.8 Total

Tach:
 477.1 End
 475.4 Start

No Fuel
 Fuel Used (Gal):
 Oil Used (Qt):

Fuel & Oil Cost:
 Receipt No.:

Wing Paid
 Direct Pay to Member

Reimburse To:
(Unit or CAPID)

Fuel Receipt File: no file selected

[Sortie Files](#)

Crew Contact (Phone, E-mail, etc.)
 kyle Beach (910)574-5469, beach122778@gmail.co
 Carolyn Rice (135154)
[Discrepancy Log](#)

Verizon 6:49 PM 77%

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Equipment on Board

Permanent
 Transponder
 VOR
 DME
 Tactical Repeater Connection
 Becker DF
 L-Tronics
 Autopilot
 GPS
 CAP FM Radio
 Satellite Phone Connection

Removable
 Tactical Repeater
 Survival Kit
 Life Rafts & Vests
 Digital Camera
 ADIS
 Satellite Phone
 ARCHER Airborne System
 ARCHER Ground Station
 Other

[Hide Closeout Info](#)

ATD (CDT) : :
 ATA (CDT) : :

NOTE: Hobbs and Tach are now switched to match the aircraft log.

Hobbs:
 1595.8 End
 1594.8 Start
 1.0 Total

Tach:
 1381.3 End
 1380.5 Start

No Fuel
 Fuel Used (Gal):
 Oil Used (Qt):

Fuel & Oil Cost:
 Receipt No.:

Wing Paid

Fuel Receipt File:

[15-A-7476_A0013_Receipt_Fuel_04Apr2015..pdf](#)
[Delete Receipt](#)
[Sortie Files](#)

Crew Contact (Phone, E-mail, etc.)



Thank You and Please
Remember Your Internal
Customers!

QUESTIONS ??

