



**WYOMING WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO BOX 9507
Cheyenne WY 82003-9507**

17 November 2016

Financial Management
AIRCRAFT/VEHICLE CREDIT CARD USAGE POLICY

This policy applies upon issuance of aircraft Shell/Multiservice credit cards and vehicle Shell/WEX credit cards to custodial units.

1. Shell credit cards are provided for purchasing fuel for funded A missions and performing maintenance authorized by National Headquarters. The WEX credit cards are to be used for all other mission types (normally B and C). These credit cards may not be used for any other purpose without the approval of the Wyoming Wing Director of Operations, WYWG Director of ES, or Director of Finance in advance. The credit card will be maintained in the aircraft/vehicle binder ready for mission deployment along with these instructions. Use of the credit card eliminates the need for pilots/drivers to pay for fuel out of pocket for funded missions. It does not eliminate the requirement to submit fuel receipts, and other documentation as required for the type of mission.
2. Responsibilities:
 - a. CUSTODIAL UNIT COMMANDER: The custodial unit commander is responsible for the aircraft/vehicle credit card at all times. He/she will insure that it is used only for the purpose intended; is available for funded missions; and is secured in the aircraft/vehicle or as the circumstances dictate, elsewhere, at all times. He/she will further insure that mission pilots and drivers understand and comply with these instructions. Attached is a statement of understanding for this purpose. These responsibilities govern regardless of the unit of assignment of the pilots or drivers.
 - b. CAP INCIDENT COMMANDER: When aircraft/vehicles are on missions away from the home unit, the CAP Incident Commander will be responsible to insure that the Shell credit cards are secured and properly utilized for all participating aircraft and vehicles. This may be delegated to the CAP Air Operations Branch Director for aircraft or CAP Finance/Admin Section Chief for vehicles.
 - c. PILOT/DRIVER: Upon purchasing fuel, the pilot/driver ensures all fuel receipts are annotated with the date, vendor, gallons, cost per gallon, total price of the fuel, tail or vehicle number, and sortie mission number (for A missions). The receipt must be readable after scanning and the receipt must be uploaded to the sortie within WIMRS within 72 hours or sent to the Wing Administrator within 7 days. For vehicle drivers

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Approved by: WYWG/CC



that are not supporting funded A mission ground sorties, WEX cards are to be used for fuel, vehicle numbers annotated on the fuel receipt, and the receipt sent to the Wing Administrator with seven days of refueling. Pilots or drivers that fail to comply with these directions may be subject to grounding and/or loss of privileges.

3. The WYWG DO or LGT will, in an emergency, approve or disapprove use of the aircraft/vehicle credit card for any purpose other than fuel for funded missions. In such instances, the WYWG DO or LGT will provide a description of the items(s) approved, mission number, cost, tail/vehicle number, vendor and date involved to the WYWG FM and Wing Administrator within 7 days of the approval.
4. Failure to submit fuel receipts or to submit them in a timely manner will result in a charge to the custodial unit for the amount of fuel as found on the credit card statement, plus any assessed penalty. Additionally, revocation of the credit card or relocation of the aircraft/vehicle to another unit will be considered in cases of recurring non-compliance.
5. Any Wyoming Wing credit card lost or stolen must be reported immediately to the Wyoming Wing Commander, Director of Finance and to Wing Administrator .
6. Wyoming Wing credit cards may not be used for personal expenditures at any time.
7. The commander of the custodial unit will surrender aircraft/vehicle card to the Director of Finance in person or by mail immediately upon loss of the aircraft/vehicle due to accident, extended mechanical failure or extended grounding.

A handwritten signature in black ink that reads "H. Kenneth Johnston II". The signature is written in a cursive style with a double underline at the end.

H. Kenneth Johnston, Col, CAP
Commander

ATTACHMENT:

1. Statement of Understanding

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ATTACHMENT 1, WYWG 17 November 2016

**AIRCRAFT/VEHICLE CREDIT CARD
STATEMENT OF UNDERSTANDING**

(Each pilot/driver will complete this statement prior to use of the Wyoming Wing credit card for funded missions. The statement should be maintained by the custodial unit. It need be completed only once, prior to the member's first mission in either a corporate aircraft or vehicle.)

I have read and understand the Wyoming Wing Instructions for the use of Wyoming Wing credit cards for funded missions. I understand that the Shell card may be used only for fuel purchases for funded missions and performing maintenance, unless prior authorization from the Wyoming Wing Director of Operations permits purchase of other specific items in an emergency. I understand the information that I must report in each instance of use of the aircraft/vehicle credit card.

I further understand that use of the aircraft/vehicle credit card for any purpose other than as authorized in Wyoming Wing instructions constitutes fraud and will result in appropriate legal and/or administrative action in accordance with CAP regulations.

Pilot/Driver Name _____ CAPID _____ Date _____

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Approved by: WYWG/CC

E-Signed : 11/18/2016 03:10 PM CST

H. Kenneth Johnston
II

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john burkett

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