ALABAMA WING FUEL/OIL RECEIPT CHECKLIST & ADDENDUM

File with each legible receipt as 1 document in PDF format.

THIS ADDENDUM IS MANDATORY FOR ALL AIR AND GROUND SORTIES WITH "A" MISSION SYMBOLS AND ANY OTHER SORTIE WHERE REIMBURSEMENT IS REQUESTED, REGARDLESS OF FUNDING SOURCE.

DO NOT MIX MISSION NUMBERS NOR SYMBOLS ON SAME RECEIPT. REFUEL FOR EACH NUMBER OR SYMBOL.

Receipts not uploaded within 72 hours will not be reimbursed.

Purchaser's Name & CAPID:	
Phone # or Email Address:	
Mission #:	
Mission Symbol:	
Sortie #(s)	
Total Hours or Miles	

Check box if this is a Senior Member (SM) glider mission	
****Check this box if the Wing is paying for the mission**	

** Seldom used and requires written preapproval.

Receipt Checklist

Does the receipt have the items listed below? If yes, check the areas. If 'no', write them in.

Vendor	**City & State**
Date of Svc	**License # or Tail #**
Gal purchased	**Price/Gal**
Total Purchase	

Comments are required when: 1) receipt not uploaded within 24 hours; 2) refueling is more than 24 hours after sortie date; 3) fuel-burn rate is unusual, i.e. more than 12 g/h on C-172 or 15 g/h on C-182; 4) an FBO will not accept the Fuel Card and member must pay out-of-pocket; 5) the total purchase price on the receipt isn't for fuel only. i.e. oil or security fee included; or 6) when directed by Wing or SPINS to split refueling between mission numbers or symbols--show division of total purchase and gallons.

Comments: