



HEADQUARTERS MICHIGAN WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
43401 North Jefferson
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SELFRIDGE ANGB, MI 48045-4918



8 August 2023

MEMORANDUM FOR CORPORATE OWNED VEHICLES

FROM: MIWG/LGT

SUBJECT: Fuel Usage and Reimbursement for Corporate Owned Vehicles, COV.

Squadron level:

The normal fuel usage at the Squadron level is funded either by CAP members or the squadron. Squadrons and CAP members accept this responsibility freely and as a normal cost of retaining the COV. Should this become a burden to a squadron it is imperative that the squadron contact the MIWG LGT to relocate the COV. A CAP member may request reimbursement from the squadron if there are funds available, using the MIWGF 173-C.

Wing level:

Squadrons with a corporate owned vehicle have a duty to support the Wing in its common missions such as Encampment and other Wing wide events and to provide funding for fuel inbound and upon returning to home station.

While at the Wing event the operational fuel will be funded by Wing and return the COV filled with fuel ready for outbound travel.

When a COV is required to participate in Wing functions or provides a specific function to support a Wing activity, Wing will provide funding from beginning to the end of the support. ***This funding must have approval before travel begins.*** The member will request reimbursement using the MIWGF 173-3. Wing CC, CV, CS, DO, LG, LGT is the approval authority.

WMIRS Missions:

All fuel for WMIRS Sorties will be on the EFS Credit Card assigned to the COV. Use the provided EFS guide in each binder to purchase fuel. In some extreme cases, the member may be required to or will mistakenly self-fund fuel for the COV. In these rare cases when debriefing the Sortie, upload the receipt as if using a POV. Do Not check the "NHQ box" for self-funding. Be sure to use the comments section to explain the circumstances of the purchase. In all cases the CAP Fuel WMIRS Receipt Template should be used to ensure all information needed is provided. If the Credit Card fails to validate at the pump? Contact MIWG LGT immediately.

If the EFS credit card is used mistakenly to purchase fuel while not on a WMIRS mission, in violation of CAPR 132-1, (11.2.6.-11.2.7.) The Squadron or Driver's squadron will be required to immediately refund MIWG with a MIWGF 173-C. IAW CAPR 173-1, 20(b). The squadron may request reimbursement from the driver.

In all instances the COV starts full and ends full of fuel.



Andrew Hansen, MSgt, CAP,
Director of Transportation

Distribution:
MIWG CAP Licensed Drivers