



HEADQUARTERS MICHIGAN WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
43401 North Jefferson
Bldg 825, Rm 317
Selfridge ANGB, MI 48045-4918



1 Dec 2020

MEMORANDUM FOR All MIWG PERSONNEL

FROM: MIWG/CC

SUBJECT: Payment Process for Member Funded Flying.

1. In an effort to reduce the administrative burden on the pilots and Aircraft Managers in MIWG the process for submitting payment for member-funded flying in CAP aircraft has been changed. Beginning 1 Dec 2020, all members will be electronically invoiced for all B and C sorties that are self-funded. **Checks will no longer be left in the Aircraft Information Folder.**
2. Invoices for member-funded flying will be processed at the conclusion of the month and emailed to each individual pilot at the beginning of the following month. Invoices will be sent to the member's primary email address as listed in eServices. Example – A senior member who flies 4 hours of instrument proficiency flying under a C12 mission in December will receive an invoice from MIWG HQ during the beginning of January.
3. Payment is due immediately upon receipt via a credit card or ACH payment made online. Payments received after the 14th day of the month will be considered late and may result in suspension of flying privileges.
4. A \$2.00 service fee per flight hour will be added as a separate line item on the invoice. This service fee is subject to change.
5. B and C sorties funded by MIWG HQ and not the individual member requires Wing CC approval and must be notated as such in the "OBJECTIVE" field in WIMRS. B and C sorties funded by outside agencies such as the Michigan State Police should also be notated as such in the "OBJECTIVE" field in WIMRS. Failure to do so may result in the member receiving an invoice for the flight time.
6. Members who experience any issues with the emailed invoice or making a payment online should contact the Wing Administrator at cmagyar@capnhq.gov.

RAJESH U. KOTHARI, Colonel, CAP
Commander