

Corporate Owned Vehicle (COV)

2022 Florida Wing Summer Encampment

Below is a checklist for the COV you are bringing to the 2022 FL Wing Encampment. If you have any questions regarding your trips, contact:

Lt Col Judith Hewett Judith.hewett@flwg.cap.gov 607-434-2747

Be sure to fill your vehicle BEFORE leaving for Encampment. Your reimbursement is for Encampment travel only.

- 1) All drivers MUST have a valid CAP Driver's license as shown on their 101 cards.
- 2) COV keys will be turned in to the transportation officer upon arrival at Encampment
- 3) Attach receipts to the Fuel Slip, filling it out completely
- 4) Acknowledge that reimbursements will be made after the end of Encampment
- 5) Fill COV upon return to its "home" location
- 6) Submit receipts within 72 hours of the end of Encampment, using the Fuel Slip
- 7) Lt Col Hewett will write the FL Wing Form 200 for reimbursement after your final receipts are received
- 8) Form 200s will be mailed to Payee for signature and submission to Capt Bill Leszczynski
- 9) Do NOT use WMIRS!