

Corporate Owned Vehicle (COV)

2023 Florida Wing Summer Encampment

Below are directions for the COV you are bringing to the 2023 FL Wing Summer 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. **Fill up as close to arrival as possible.**

- 1) All drivers MUST have a valid CAP Driver's license as showing on their 101 card
- 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 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, return, and then submission to FL Wing for approval.
- 9) Do NOT use WMIRS!