

USE OF DEWG FORM 5 FOR REIMBURSEMENT

There is an updated Payment Request Form template for use starting 4 Aug 2022.

It is very similar to the old one, with a few enhancements:

- There is now a spot for "Funding Source," with a dropdown to pick which unit is paying for the reimbursement (either a Squadron or the Wing)
- Expense date and Expense Description are now 2 separate fields to make it more likely the requestor provides both
- Additional commentary at the bottom clarifying how to obtain approval and who to send the request to
- Everything is tool-tipped to help you fill the form out

Squadron Commanders, if your member is submitting a reimbursement request, it is important they have obtained the proper approval. If the Squadron is reimbursing the expense, it needs to be documented on the form that it was approved by either the Commander or the Finance Committee as a whole, depending on whether it was over \$500.00 or not. If the Wing is reimbursing it, it should be routed through whomever you obtained approval from for the expense. For example, if you purchased Cadet awards, you should have obtained approval through the Director of Cadet Programs, and you should copy them when you send us the form.

DO NOT MAKE A PURCHASE PRIOR TO OBTAINING APPROVAL AND EXPECT IT TO BE REIMBURSED!