



# Nevada Wing Civil Air Patrol

## Form 173-1 MEMBER-PAID FLIGHT



Aircraft N-		A/C Model	
Last Name, First Name		CAPID	Unit
Date of Flight		Flight Release #	Duration of Flight
Billing Rate <input type="checkbox"/> Standard <input type="checkbox"/> Discounted		Wet Rate for A/C	Cost (wet rate x duration)
Payment by: <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash		Fuel Purchased with: <input type="checkbox"/> Wing Credit Card (attach original receipt) <input type="checkbox"/> Personal Funds (submit CAPF 108) <input type="checkbox"/> No Fuel Purchased	
Member Signature			

**NVCAPF 173-1**

**7 May 2016**

**Supersedes NVCAPF 173-1 6 January 2005**

## Completing the NVCAPF 173-1 7 May 2016

As established by the Nevada Wing Financial Management Policy, all member-paid flights will be documented using this form, and all forms will be submitted to the Nevada Wing Administrator within the first five days of each month as documentation as a PDF packet.

<b>Aircraft</b>	Write the full tail number of the aircraft (ex. N946CA), not the CAP number (CAP2746).
<b>A/C model</b>	Write the model number of the specific aircraft being flown in order to confirm the correct rate is being charged to the member.
<b>Name</b>	Write the last and first name of the pilot in command as reflected on Civil Air Patrol records.
<b>CAPID</b>	Write the national headquarters-assigned member identification (ex. 123456).
<b>Unit</b>	Write the full unit identifier of the pilot in command (ex. PCR-NV-001).
<b>Date of Flight</b>	Write the date the flight was flown, based on local time.
<b>Flight Release #</b>	Write the number provided for the specific sortie in WMIRS (ex. A0003).
<b>Duration</b>	Provide the number of Hobbs hours the aircraft was used in tenths form.
<b>Billing Rate</b>	Mark if the flight was flown with the standard published member flying rate, or if it was flown at the Nevada Wing discounted rate (pilot in command must obtain proper permission for discounted hours and note it correctly in WMIRS as outlined in NV OI 10-1).
<b>Wet Rate</b>	Provide the currently-published rate for aircraft usage as outlined in NV OI 10-1. Ensure that the correct rate is listed, based on whether the flight is being flown at the standard or discounted rate.
<b>Cost</b>	Determine the amount the pilot in command will pay for the flight by multiplying the wet rate for aircraft usage by the duration of the flight.
<b>Payment by</b>	Note how the pilot in command will pay for the flight, and provide the specific check number being submitted.
<b>Purchased with</b>	Note how the pilot in command paid for the fueling of the aircraft. A RECEIPT IS REQUIRED TO BE SUBMITTED FOR EACH FUELING OF THE AIRCRAFT. If personal funds were used, the pilot in command will submit the online see CAPF 108 and should have completed the direct deposit form in order to receive prompt reimbursement.
<b>Signature</b>	The pilot in command will sign to confirm the above information is factual and complete.