

EXAMPLES of when you would complete the above steps.

On the below sorties this would be completed on sortie A0030.

	Sortie	SortieDay	Sortie Type	Mission Symbol	Tail No.	A/C Type	Call Sign	Pilot	Tracking No	Departure Location	Destination	Est. Departure	Est. Arrival	Hours	Fuel/Oil	Approval Status
Edit Brief Debrief	A0030	06/28/17	AP	A5	N716CP	C182/G1000	3216	Herring Jr, Morris C (501696)	20170628-033743	KFAY	KFAY	11:00	12:30	1.5		Complete
Edit Brief Debrief	A0029	06/28/17	AP	A5	N716CP	C182/G1000	3216	Herring Jr, Morris C (501696)	20170627-035123	KFAY	KFAY	15:00	16:30	1.3	\$128.37	Complete

On the below sorties this would be completed on sortie A0842, A0841, A0840

	Sortie	SortieDay	Sortie Type	Mission Symbol	Tail No.	A/C Type	Call Sign	Pilot	Tracking No	Departure Location	Destination	Est. Departure	Est. Arrival	Hours	Fuel/Oil	Approval Status
Edit Brief Debrief	A0843	06/23/17	RELO	A15	N819CP	C182	3219	Rimmer Jr, Robert S (564340)	20170623-010804	GWW	PGV	18:00	18:30	0.4	\$97.79	Complete
Edit Brief Debrief	A0842	06/23/17	ORIDE	A15	N819CP	C182	3219	Rimmer Jr, Robert S (564340)	20170623-010804	MCZ	GWW	16:30	17:30	0.9		Complete
Edit Brief Debrief	A0841	06/23/17	ORIDE	A15	N819CP	C182	3219	Rimmer Jr, Robert S (564340)	20170623-010804	LHZ	MCZ	15:00	16:00	0.9		Complete
Edit Brief Debrief	A0840	06/23/17	ORIDE	A15	N819CP	C182	3219	Rimmer Jr, Robert S (564340)	20170623-010804	GWW	LHZ	13:30	14:30	0.8		Complete
Edit Brief Debrief	A0839	06/23/17	RELO	A15	N819CP	C182	3219	Rimmer Jr, Robert S (564340)	20170623-010804	PGV	GWW	12:15	12:45	0.5	\$63.34	Complete

On flights where multiple sorties are flown but fuel may not have been purchased for each sortie please complete the following steps when closing out the sorties that did not receive fuel.

1. Select the “No Fuel” Box. “NC” will default in the reimburse to box. (see below)

No Fuel Fuel Used (Gal): Oil Used (Qt): Fuel & Oil Cost: Receipt #: Wing Paid NHQ Credit Card Paid

Reimburse To: Direct Pay to Member
(Unit or CAPID)

2. Select the “Reimburse To” drop down menu and change from “NC” to “NHQ” (see below)

No Fuel Fuel Used (Gal): Oil Used (Qt): Fuel & Oil Cost: Receipt #: Wing Paid NHQ Credit Card Paid

Reimburse To: Direct Pay to Member
(Unit or CAPID)

Fuel Receipt File:
 No file chosen

3. Select Update to save the information

On sorties where fuel was purchased the normal closeout process will be followed.

1. Input fuel information (see below example)
2. Select NHQ Credit Card Paid

No Fuel Fuel Used (Gal): Oil Used (Qt):

Fuel & Oil Cost: Receipt #: Wing Paid NHQ Credit Card Paid

Reimburse To:
(Unit or CAPID) Direct Pay to Member

3. Select Update to save the information