

CIVIL AIR PATROL
United States Air Force Auxiliary
Pennsylvania Wing
Building 3-108 Fort Indiantown Gap, Annville, PA 17003

PA WING OPERATING INSTRUCTION 173-1

2 October 2009

Financial Management

Refund Policy for all Wing Events unless otherwise prescribed by the event director.

If for some reason you cannot attend an event that you have prepaid for a written request must be received at the PA Wing Headquarters, addressed to the event project officer seven days prior to the start of the event. A refund of 100% less a \$5.00 administrative fee will be returned to the individual whose signature is on the payment.

If a written request is received after the seventh day, but before the day of the event, a refund of 50% of the fee will be returned to the signature on the payment. In most cases final counts for lodging, food, classroom materials, etc have already been committed.

If a written request is received the day of the event, the event director decides if any refund is due and the amount up to 50%.

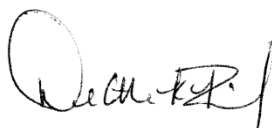
If you are a no-show, no fee will be returned.

If you leave the event for any reason, no refund is authorized.

If the event is cancelled the signature on the payment will receive a refund.

It is the Event Director responsibility to notify and confirm all refund in writing with the Finance Department.

OFFICIAL:



Finance Officer

DEETTE K. RILEY
Lt Col, CAP
Director of Finance



MARK A. LEE
Colonel, CAP
PA Wing Commander

OPR: FM

Distribution: in accordance with CAPR 5-4