

Hotel Receipt Processing

Texas Wing Counterdrug Missions

Hotel Receipts

Why

- Hotel receipts are required to validate the RON request for CD members
- Hotel receipts are also needed to balance the pay the Wing Credit Card Account
- Just like fuel receipts are required for AF “A” missions

Hotel Receipts

- Scan and upload hotel receipts to WMIRS
- Ensure member name is on receipt
- No State taxes



Ramada Del Rio
 2101 Veterans Blvd
 Del Rio, TX 78840
 Tel: (830) 775 1511 Fax: (830) 768 0481

09-06-15

Alan O'Martin US	Folio No.	: 125572	Room No.	: 179
	A/R Number	: 	Arrival	: 09-04-15
	Group Code	:	Departure	: 09-06-15
	Company	: Texas Wing Civil Air Patrol	Conf. No.	: 45284267
	Wyndham Rewards	:	Rate Code	: LWNN
	Invoice No.	:	Page No.	: 1 of 1

Date	Description	Charges	Credits
09-04-15	Room Charge	69.00	
09-04-15	City Tax	4.83	
09-05-15	Room Charge	69.00	
09-05-15	City Tax	4.83	
09-06-15	Visa XXXXXXXXXXXX3930		147.66
Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. If you are not already a member, join the next time you check-in, visit us at www.wyndhamrewards.com or call 1-866-996-7937.		Total	147.66
		Balance	0.00

Guest Signature: _____

Thank you for staying with us! If we exceeded your expectations tell a friend, if not tell us why. Your goodwill means everything to us!

Polo Del Rio - General Manager - Polo@ramadaindelrio.com

Thank you for staying with us.
 It was our pleasure to serve you.

WMIRS Upload

- Go to left side of mission page, find “Request/Close Out RON”, click on this

The screenshot shows the WMIRS 2.0 Mission Edit interface. The left sidebar contains a navigation menu with the following items: Air Sortie Quick Close, Ground Sorties, Channel Plan, Unit Log, Comm Log, Status Board, Planning (expanded), Sign In/Sign Out, Unit Log, Status Board, Logistics (expanded), Unit Log, Status Board, Finance & Admin (expanded), Sign In/Sign Out, Create e108, Unit Log, Mission Expense Report, Support (expanded), Request/Close Out RON (highlighted with a red circle and a large arrow), Misc. Expenses, Unit Log, Time Zone, Reports, and Maintenance Module. The main content area displays the following form fields:

- *Mission Type**: Drug Interdiction
- Mission Symbol (NOC ONLY)**: A3
- *Mission Start Date**: 01 Oct 2015
- *Time (Z)**: 06:00
- *Mission End Date**: 31 Dec 2015
- *Time (Z)**: 22:00
- Mission Budget (NOC ONLY)**: \$0.00
- Mission Scenario**: Operation Javelina Thunder 5; South Texas Campaign 2015 Support
Non_CAP Passenger, CBP Agent on board
- Customer Information**:
 - *Customer Agency**: JTFN/CBP
 - Customer POC**: Maj Gary Bourland
 - Customer Email Address**: gary.a.bourland.mil@mail
 - Customer Contact Phone**: 520-247-4588

At the bottom of the page, there are buttons for "No Update", "Duplicate Mission", "Close Mission File", and "Cancel Mission". The browser address bar shows the URL: https://www.capnhq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx

WMIRS Upload

- Find member's RON request, click EDIT

	Name	Location	Start Date	End Date	GSA Lodging	Per Diem	Status	Created By	e108
	Zoeller, James(132049)	Del Rio, TX	02 Oct 2015	04 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Postma-Kegley, Becky(499251)	Del Rio, TX	02 Oct 2015	04 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Locascio, Sandra(500763)	Del Rio, TX	16 Oct 2015	18 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Atbas, Servet(520655)	Del Rio, TX	16 Oct 2015	18 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Saddler, Leonard(144596)	Del Rio, TX	09 Oct 2015	11 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Walthall, John(301188)	Del Rio, TX	09 Oct 2015	11 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Hector, Raymond(499495)	Del Rio, TX	30 Oct 2015	31 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
Edit	Merryman, Linda(499495)	Del Rio, TX	30 Oct 2015	01 Nov 2015	\$89.00	\$35.00	Approved	omartinae	
Edit	O'Martin, Alan(310421)	Del Rio, TX	04 Dec 2015	06 Dec 2015	\$89.00	\$35.00	Approved	omartinae	
Edit	Shelley, Gary(451798)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh	
Edit	Corbin, Roger(499495)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh	

Lodging and Per Diem rates will be added by the NOC prior to approval.

Enter Request

*CAPID:

*Lodging City (not airport) *Lodging State *Start Date *End Date

Sign In/Sign Out
https://www.caphq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx?lodgingId=1738

WMIRS Upload

- Find member's RON request, click EDIT

	Name	Location	Start Date	End Date	GSA Lodging	Per Diem	Status	Created By	e108
	Zoeller, James(132049)	Del Rio, TX	02 Oct 2015	04 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Postma-Kegley, Becky(499251)	Del Rio, TX	02 Oct 2015	04 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
	Locascio, Sandra(500763)	Del Rio, TX	16 Oct 2015	18 Oct 2015	\$89.00	\$35.00	Approved	omartinae	16-1-3135-A
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Edit	Corbin, Roger(499495)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh	

Lodging and Per Diem rates will be added by the NOC prior to approval.

Enter Request

*CAPID:

*Lodging City (not airport) *Lodging State *Start Date *End Date

<https://www.caphq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx?lodgingId=1738>

WMIRS Upload

- Enter the Check-In and Check-Out Dates, Actual Lodging cost, and then select Receipt BROWSE

The screenshot shows a web browser window displaying the WMIRS Lodging Request form. The browser address bar shows the URL: <https://www.capnhq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx?lodgingId=1735>. The page title is "Lodging Request".

The form includes a table of existing lodging requests and a section for updating lodging information. The table below shows the data for the current request and others:

Unit Log	Requester	City	Start Date	End Date	Actual Cost	Approved Cost	Status	Approved By
Edit	Merryman, Linda(453572)	Del Rio, TX	30 Oct 2015	01 Nov 2015	\$89.00	\$35.00	Approved	omartinae
Edit	O'Martin, Alan(310421)	Del Rio, TX	04 Dec 2015	06 Dec 2015	\$89.00	\$35.00	Approved	omartinae
Edit	Shelley, Gary(451798)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh
Edit	Corbin, Roger(499495)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh

Lodging and Per Diem rates will be added by the NOC prior to approval.

Update Lodging Information

*CAPID:
O'Martin , Alan E (310421)

*Lodging City (not airport): Lodging State: *Start Date: End Date:

Check-In: Check-Out: Actual Lodging Cost: Receipt:

Reimburse Wing: Reimburse To: Pay to Member

Four large grey arrows point to the "Check-In", "Check-Out", "Actual Lodging Cost", and "Receipt" fields. The "Receipt" field and its "Browse..." button are circled in black.

WMIRS Upload

- Click, “Submit Request” to upload and update the RON request

The screenshot displays the WMIRS Lodging Request web application. The browser address bar shows the URL: <https://www.capnhq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx?lodgingId=1735>. The page title is "Lodging Request".

The interface includes a navigation menu on the left with sections: Unit Log, Comm Log, Status Board, Operations, Planning, Logistics, and Finance & Admin. The main content area features a table of existing requests and a form for updating lodging information.

Edit	Name	City	Start Date	End Date	Rate	Per Diem	Status	Requester
Edit	Merryman, Linda(453572)	Del Rio, TX	30 Oct 2015	01 Nov 2015	\$89.00	\$35.00	Approved	omartinae
Edit	O'Martin, Alan(310421)	Del Rio, TX	04 Dec 2015	06 Dec 2015	\$89.00	\$35.00	Approved	omartinae
Edit	Shelley, Gary(451798)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh
Edit	Corbin, Roger(499495)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh

Lodging and Per Diem rates will be added by the NOC prior to approval.

Update Lodging Information

*CAPID:
O'Martin , Alan E (310421)

*Lodging City (not airport): *Lodging State: *Start Date: *End Date:

Check-In: Check-Out: Actual Lodging Cost: Receipt:

Reimburse Wing: Pay to Member

Submit Request

WMIRS Upload

- Completed RON will look like this

The screenshot shows a web browser window with the URL <https://www.capnhq.gov/WMIRS/LodgingRequests/LodgingRequest.aspx?lodgingId=1724>. The page title is "Lodging Request".

The browser's address bar and tabs are visible. The main content area displays a table of lodging requests and a form for updating information.

	Requester	Location	Start Date	End Date	Actual Cost	Approved Cost	Status	Requester
Edit	Shelley, Gary(451798)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh
Edit	Corbin, Roger(499495)	Del Rio, TX	06 Nov 2015	08 Nov 2015	\$89.00	\$35.00	Approved	cookh

Lodging and Per Diem rates will be added by the NOC prior to approval.

Update Lodging Information

*CAPID: Merryman , Linda S (453572)

*Lodging City (not airport):

*Lodging State:

*Start Date:

*End Date:

Check-In:

Check-Out:

Actual Lodging Cost:

Receipt: [16-1-3135_1Nov2015_16-1-3135_Sortie_A0032_Hotel.pdf](#) [Delete Receipt](#)

Reimburse Wing:

Reimburse To:

Pay to Member

[Submit Request](#) [Delete](#)

QUESTIONS

? ?