

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

12 November 2011

### 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%.

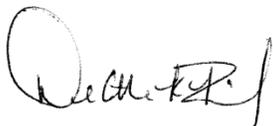
If you are a no-show, no fee will be returned.

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



SANDRA E. BRANDON  
Colonel, CAP  
PA Wing Commander

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OPR: FM

Distribution: in accordance with CAPR 5-4