



MONTANA WING OPERATING INSTRUCTION 14-1

06 JULY 14

FINANCE

WEX CARD FINANCIAL MANAGEMENT PROCEDURE

This instruction prescribes the procedures for managing WEX Card Fuel Purchases, effective immediately.

1. Based on purchases listed on the monthly WEX vehicle fuel bill, all corporate-owned vehicle fuel purchases will be billed monthly to the unit assigned the vehicle.
2. All fuel purchases will be grouped and paid each month directly to WEX via squadron check.
3. MT Wing will reimburse the unit cost of fuel for any corporate or USAF mission. To be eligible for reimbursement, all mission-reimbursable vehicle fuel receipts must be either uploaded to WMIRS, or have written approval from MT Wing CC. Written approval and fuel receipt(s) must be emailed to WA within 48 hours.
4. Squadrons are not required to submit detailed fuel receipts for non-mission-reimbursable fuel.
5. Questions or problems will be sent to MT Wing Administrator within 30 days of bill payment. Once notified, MT Wing HQ will make necessary adjustments via transfer and will not require any further approval from the involved squadron(s).

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