

**WORKSHEET FOR USE OF VIRGINIA WING CREDIT CARD  
FOR AIRCRAFT REFUELING**

**DIRECTIONS:** Write reason for use or mission number on the actual credit card receipt and on this form. This form must be completed **EVERY** time a Virginia Wing credit card is Flown (except B12 and C17 Mission Codes). **Attach the credit card receipt** to this form and return to Wing Headquarters at the address listed below.

**Date:** \_\_\_\_\_ **Mission Number:** \_\_\_\_\_ **Sortie** \_\_\_\_\_

**Reason for Use:** \_\_\_\_\_

**Name of Pilot:** \_\_\_\_\_ **Unit:** \_\_\_\_\_

<b><u>Aircraft Type:</u></b>		
<b><u>Aircraft N: Number:</u></b>		
<b><u>HOBBS</u></b>	Ending	
	Beginning	
	Total Time	
<b><u>TACH</u></b>	Ending	
	Beginning	
	Total Time	
<b>Gallons of Fuel Purchased</b>		
<b>Cost of Fuel Purchased</b>		

*Attach Fuel Receipt Here*

*Or*

*Explain why this aircraft  
was not refueled after this  
flight:*

**Attach Credit Card Receipt and Send to VA Wing Headquarters:**

Headquarters, Virginia Wing Civil Air Patrol/DES  
7401 Airfield Drive  
Richmond, VA 23237-2250