RON Reimbursement Policy For NER Training Missions

8 September 2012

Individuals authorized to receive RON funding (hotel and per diem) for region sponsored training events must understand and comply with the following requirements. Failure to comply with these requirements may jeopardize the individual from receiving mission reimbursement.

1. The individual must be prepared to pay for his/her lodging and meal expenses during NER Training Events. NER will not pay for lodging or meals during training missions.
2. The individual must enter an air or ground sortie in WMIRS before departing from his/her home base to mission base.
3. The individual must sign-in the aircraft or vehicle at the mission sign-in desk.
4. If the individual travels to and from the mission base with someone else he/she must still enter a sortie in WMIRS. This is required to provide a media for the individual to claim RON funding.
5. If the individual is not requesting RON or other expense reimbursement he/she should still create a sortie in WMIRS.
6. The individual shouldn't expect full reimbursement for RON expenses. Reimbursement for the hotel is based on government travel regulations for the area near the mission base. The per diem rate is fixed at $25.00 (this will increase to $35.00 in January 2013). For the latest rate always check CAPR 173-3. Remember you will only receive one half (1/2) of the per diem rate for the day you travel to and from your home base.
7. The individual must prepare an e108 and upload his/her lodging receipt. WMIRS will ask for a location of the lodging. WMIRS might not always have a location exactly where the mission base was, so select the closest town. WMIRS will ask for the date of the first day of lodging, the individual member ID number, the number of nights stay, and the actual cost of lodging. WMIRS will then ask you to upload the lodging receipt. WMIRS will calculate the hotel and per diem that will be reimbursed to the individual.
8. If the individual has other expenses, such as fuel or toll charges he/she must upload the fuel receipt against the sortie and the toll charges under other expenses located when the e 108 is prepared.
9. All fuel, tolls, and lodging receipts must be uploaded separately. Do not include lodging or toll receipts with fuel receipts. Fuel/oil receipts must be entered and uploaded on the sortie screen, tolls must be entered and uploaded on the other expenses screen and the lodging receipt must be entered and uploaded on the lodging screen.
10. All individual e108's must be submitted within 72 hours of mission stand-down unless a shorter time is dictated by the NER Exercise Planner. Failure to meet this requirement may cause loss of the individual's reimbursement.

THIS POLICY WILL BE INCLUDED IN ALL NER TRAINING EXERCISE PLANS