

**Attachment 6 – Memorandum Style E-mail**

Send	To...	
	Cc...	
	Subject:	Updated Reimbursement Form



**HEADQUARTERS  
CIVIL AIR PATROL SOUTHEAST REGION  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AFB, ALABAMA**



24 May 2011

MEMORANDUM FOR SOUTHEAST REGION STAFF

FROM: FM

SUBJECT: Updated Reimbursement Form

1. The Financial Accountant at National Headquarters has updated the SER Reimbursement Form. This updated form will replace any prior forms and will be used for any impending requests.
2. The new form has been uploaded to the region website and can be downloaded at <http://sercap.us/forms.aspx> for your convenience (see below).

//SIGNED//  
JANET BROWN, Lt Col, CAP  
Deputy Chief of Staff, Finance

**SCREEN SHOT**

The screenshot shows the website for the Civil Air Patrol Southeast Region. The main header includes the organization's name and logo. Below the header is a navigation menu with links for Home, News, Information, Resources, and DWH Response. A search bar is located in the top right corner. The main content area is titled 'FORMS' and includes links to National Forms and Region Forms. A table lists the following forms:

TITLE	DATE	OPR	DOWNLOAD	FILE TYPE/SIZE
<a href="#">SER Form 200 - Region Reimbursement Request</a>	24 MAY 10	FM	<a href="#">Download</a> To Date: 163	<a href="#">Details</a> (534 KB)
<a href="#">SER Form 500 - Region Cadet Programs Activities Application</a>	01 OCT 07	A5CP	<a href="#">Download</a> To Date: 166	<a href="#">Details</a> (0 bytes)

On the right side of the page, there is a 'My Menu' section with links for Login, Register, and Non-Member View. Below that is a 'Categories' section listing FM (1) and A5CP (1). At the bottom, there is a 'Quick Links' section with links to Forms, Supplements, Pamphlets, Interim Change Letters, Visual Aids, and Other Publications. The footer contains copyright information for 2010 and links to Site Map, Site Contact, Security & Privacy Notice, and Standards.