

### **How do I sign up for the program?**

Volunteer pilots who wish to participate in the Fuel Reimbursement Program are required to adhere to qualifications and requirements listed in FAA Exemption No. 10360C. Copies of the FAA exemption and forms are available on our website under 'Pilots' and 'Fuel Reimbursement Program'. Volunteer pilots who would like to take part in the program must meet the following requirements:

- Read and understand "Exemption 10360C" updated June 11, 2015.
- Complete the Fuel Reimbursement Program Opt-In document. This is a one-time requirement.
- You and your CFI must complete the proficiency check list, which is an **annual requirement**. You must check off all items, and discuss requirements which you do not fly.
- Provide a copy of your class II medical. This is an **annual requirement**.
- Provide a certificate of the completion of your aircraft's last annual inspection. This is an **annual requirement**.
- Provide a copy of your last IPC. This must have been completed within the past 12 months and is an **annual requirement** for this program.
- Provide a copy of the completion certificate of the on line AOPA "Single Pilot IFR". This is a one-time requirement.
- Provide a copy of the completion certificate of the on line AOPA "Public Benefit Flying". This is a one-time requirement.

### **How will the funding be controlled?**

Effective January 1, 2017, Angel Flight NE has been issued a one year challenge grant for fuel reimbursement donations. The total grant is \$75,000 and would be paid out once the challenge is met. It ends on December 31, 2017.

1. Each pilot in the program will have an individual fuel account set up to hold and track all donations and reimbursements made in his/her name. It will be restricted to that individual pilot's use only.
2. Each donation for an individual pilot will be matched dollar for dollar. For example, if a pilot contributes and/or raises \$2,000 for his/her fund and we meet the challenge of \$75,000 then the pilots fuel fund will be raised another \$2,000.
3. Unfortunately if we don't raise the \$75,000 over the 12 month period then the grant will not be provided by the foundation.

### **How will the donations be handled to ensure they go to the proper account?**

The gift is a tax deductible donation made to Angel Flight NE. The donor makes it a restricted gift by designating that the funds are only to be used for the fuel reimbursement program. The donor simply includes a note with their check identifying it is to be used for the fuel reimbursement program, **and for a specifically named pilot**. If the donation is made online, the donor can select "Make a Donation", and enter the desired amount under the "Pilot Fuel Reimbursement Program". The donor must indicate that the donation is for a specific pilot by entering the pilot's name in the "Dedicated Preference" section and choose "In Honor of", then entering the pilot's name.

**What happens to the balance of money if a pilot stops flying?**

If a pilot has opted in, and has not flown a flight under the fuel exemption program for 24 months, we will contact the pilot to discuss the usage of his/her account. After talking with the pilot we reserve the option to (a) transfer the remaining balance to the account of another pilot of his or her choice, or (b) reallocating the funds to the general fuel reimbursement account to be shared by all pilots.

**Will reimbursement from the fuel fund eliminate my tax deductible in-kind donation?**

No, this reimbursement does not stop the pilot from claiming a tax deduction for expenses that are not reimbursed. Pilots should consult their tax accountant with any questions.

**What do I have to do before a flight?**

Before the flight departs for which you are seeking a reimbursement for, you must complete and submit a Pilot Go/No-Go Checklist. We must have this form or we cannot issue a reimbursement.

**How do I go about getting reimbursed after a flight?**

Once you have completed the flight, simply fill out the Reimbursement Form with fuel cost receipt(s) attached, and submit it to Angel Flight NE for payment. Once approved, a reimbursement check will be mailed to you shortly.

**Can I use my own CFI for the initial and recurrent training?**

Yes. On our website we have provided a copy of the Proficiency Checklist covering the initial and recurrent training requirements for pilot and CFI use. All items must be completed as flight maneuvers or ground instruction. If the item on the checklist does not require flight, discuss the item with your CFI, and have them check that it was completed. If your instructor has any questions, please have them contact us.

**Do I need a program endorsement in my log book?**

While it is not a requirement set forth in the FAA's exemption, Angel Flight NE strongly recommends that your CFI also records an endorsement, for the initial and each recurrent training, in your logbook. This way you will have a record of the date, and your compliance with the exemption requirements.

**What about reimbursement for aircraft handled through an LLC?**

The FAA's exemption to Angel Flight NE allows for fuel reimbursement only to the PIC flying the Angel Flight mission. Checks must be made out to that pilot and not to a business, corporation or LLC.

**What if someone else flies my plane and I pay for the fuel?**

Again, the exemption only allows for fuel reimbursement to the PIC flying the mission. The reimbursement will go to the PIC and he/she will need to reimburse you.