

# AIR TRANSPORTATION REQUEST

**INSTRUCTIONS:** Show itinerary in sequence, indicating when and where the plane will go to fulfill travel plans.

Proper coding must be completed and verified by the initiating division before this request can be approved.

**\*If the accounting template does not populate the required fields in SIGMA (see instruction), you need to provide coding for them.\***

PASSENGER NAMES	SIGMA CODING									
NAME/DEPARTMENT	ACCOUNTING TEMPLATE	DEPT	UNIT	FUND	APPR UNIT	DEPT OBJ	LOCATION	ACTIVITY	PROGRAM	PHASE

ITINERARY											
	DATE	DEPART FROM	TIME	ARRIVE AT	TIME		DATE	DEPART FROM	TIME	ARRIVE AT	TIME
1						3					
2						4					

REASON FOR FLIGHT

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\* Flight scheduling requests subject to review based on scheduling history.

DIVISION HEAD APPROVAL ( <i>Signature</i> )	DIVISION/REGION	DATE
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## INSTRUCTIONS FOR COMPLETING FORM 4076

### EMPLOYEE

This form is required for everyone that is traveling on MDOT Aircraft and must be submitted to the flight scheduler prior to the date of travel. If multiple individuals are traveling from the same Department and have the same coding, all names can be submitted on one form. Separate forms are required if charges need to be divided by department and/or division. **ALL FIELDS ARE REQUIRED.**

**Name and Department:** Indicate who is traveling and from what Department.

**Coding:** The Dept, Unit, Fund, Appr Unit, Dept Object and Location can be found in SIGMA Financial Management/Accounting Template/Search/Select Template/Far Right Menu/View.

**Accounting Template:** If the template populates all the required fields in SIGMA, you do not have to fill in the remaining coding blocks for each line. If the required fields do not populate with the template, you must provide coding for them.

**Itinerary:** List the date, time and departure/arrival cities.

**Reason for Flight:** Flight scheduling requests subject to review based on scheduling history.

**Signatures:** Signed by Division Head.

The screenshot shows the SIGMA Financial Management web application interface. The browser address bar displays the URL: <https://sigma-prod.michigan.gov/PRDFIN1X1/Advantage4>. The page header features the 'M4 PRODUCTION' logo on the left, a search bar with the text 'Search here...', and navigation icons (home, star, bell, question mark) on the right. The user profile 'TAMMIE LEWANDOWSKI Financial Management' is visible in the top right corner. Below the header is a grid of application tiles. An arrow points to the 'Accounting Template FIN (ACTPL)' tile, which is highlighted. The tiles include: Transaction Catalog, Accounting Journal (JACTG), BQ90LV2, Accounting Template FIN (ACTPL), Valid Fund Appr and Obj Combin (VFAO), Valid Fund Appr and Rev Combin (VFAR), FIN Worklist, Systems Availability Calendar, Business Intelligence, ITD Balance Sheet Summary (BBALS), ITD Balance Sheet Detail (BBALD), Cash Balance Detail (CBALDQ), and Upload Transaction Spreadsheet FIN...