

FLIGHT APPROVAL REQUEST

REQUESTER'S NAME	DEPARTMENT	DATE OF REQUEST
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PURPOSE OF TRAVEL

FLIGHT INFORMATION

FLIGHT DESTINATION(S)		LIST OR NUMBER OF PASSENGERS	
DATE OF DEPARTURE	APPROX. ARRIVAL TIME	DATE OF RETURN	APPROX. DEPARTURE TIME
AIR CARGO/EQUIPMENT Yes No Cargo Only		APPROXIMATE WEIGHT OF CARGO/EQUIPMENT	

COST JUSTIFICATION

LEVELS	HOURLY WAGES	NUMBER OF PEOPLE	TOTAL
4 - 8		(x)	
9 - 12		(x)	
13 - 16		(x)	
17 and Higher		(x)	
Commissioners		(x)	
		TOTAL WAGES	
	STATE AIRCRAFT	AUTOMOBILE	COMMERCIAL AIRCRAFT
Travel Time			
Hourly Wages – all Passengers			
Travel Time (x) Hourly Wages			
Subsistence/Food (per person)			
Overnight Accommodations (per person)			
Other Transportation Costs (per person)			
Total Estimate			

OTHER COST FACTORS - FOR QUOTE, CALL (517) 335-9986.

3-4 Passenger aircraft, twin-engine, single pilot – Baron.

7-9 Passenger aircraft, pressurized, twin turbo-prop, two pilots – King Air.

When aircraft and crew remain overnight, the charges will be passed on to the customer.

Handling/parking fees, hangar storage (when required due to weather), pilot overtime, catering requests, and aircraft de-icing charges will be passed on to customer when applicable.

Note: Often, using a state plane will eliminate the need for overnight stays.

OTHER CONSIDERATIONS (i.e. Schedule, Priority, Need to Expedite, Multiple legs/destinations, etc)

ACCOUNTING

ACCT. TEMP.	ACTIVITY	LOCATION	PROGRAM/PH	OTHER	AMOUNT
TOTAL					

APPROVAL

Requestor's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____