

Flight Request Instructions

- 1). **Agency/Division:** The requesting party (or parties, if flight is shared with another agency.)
- 2). **Date(s) of Flight:** The entire time period covered by this flight request. If only one date appears, the flight request will indicate a one-day trip.
- 3). **Overnight Trip:** Check Y or N box; maximum of 8 passengers for overnight trip.
- 4). **Number of Overnight Bags:** Number of standard sized bags to be carried on overnight trips. If number is unknown, an approximation will work (usually one per passenger).
- 5). **Oversized Baggage:** Check Y or N box. If Y, enter number of bags or pieces of oversized cargo and approximate dimensions.
- 6). **ERP Number:** WYDOT department flights only.
- 7). **Contact Person:** Name and contact information of person scheduling flight.
- 8). **After Hours Contact Person:** Name and cell number of person to be contacted after business hours (generally, cell phone number of Contact Person).
- 9). **Passenger Contact Person:** Name and cell number of passenger to be contacted by flight crew to communicate changes to passenger schedule, if necessary.
- 10). **Passenger Name:** First and Last name of passenger(s). Passenger names will have to be entered twice to indicate a roundtrip.
- 11). **Date (mm/dd):** Month and Day of passenger pick-up.
- 12). **Pick-Up City:** City in which passenger steps onto plane (originating city, and intended business city if a round trip).
- 13). **Pick-Up Time:** Enter Time here if the pick-up time from the Pick-Up City is the scheduling priority. (*If the pick-up time is the most important, then a drop-off time will not be entered.*)
- 14). **Drop-Off City:** City in which passengers will deplane for extended period of time (city of intended business).
- 15). **Drop-Off Time:** Enter Time here if the drop-up time at the Drop-Off City is the scheduling priority. (*If the drop-off time is the most important, then a pick-up time will not be entered.*)
- 16). **Billing Agency #:** Numerical designation for Agency responsible for flight payment. Single entry on first passenger line will bill entire flight to indicated agency.
- 17). **Department and Program:** WYDOT and University of Wyoming scheduled flights only.
- 18). **Comments:** Enter any pertinent information for flight (i.e., catering required, rest stop requested, etc.).
- 19). **Authorized By:** Typed Name of Authorizing Person and Date.
- 20). **Title:** Title of Authorizing Person.

