

The following is a sample overnight-trip scenario with a completed Flight Request:

Agency A has an overnight business meeting in Gillette on March 31st, returning on April 2nd. The passengers will be: Jean Graham, picking up in Cheyenne; Tim Smith and Tony Brown will be picked up in Greybull. Jean Graham can not leave Cheyenne until 8:30am on March 31st, and their arrival time in Gillette is flexible. They plan to depart Gillette at 2:00pm on April 2, dropping off the passengers where they were picked up.



## WYDOT FLIGHT REQUEST

**AERONAUTICS DIVISION** (200 EAST 8TH AVENUE CHEYENNE, WY 82002)

**Phone:** 777-3951 (After Hours 631-8821 or 631-1766) **Fax:** 637-7352 **Email:** flight.scheduling@dot.state.wy.us

**Agency/Division:** Agency A

**Date(s) of Flight:** 3/31/09-4/2/09

**Overnight Trip (8 passenger max)?**  Y/N

**Number of Overnight Bags:** 1/3/1900

**Oversized Baggage?**  Y/N

**Number & Dimensions of Largest:** \_\_\_\_\_

**ERP Number (WYDOT use only):** \_\_\_\_\_

**Contact Person:** Sabrina Jones **Phone:** 777-3999

**After Hours Contact Person:** Sabrina Jones **Cell #:** 631-1234

**Passenger Contact Person:** Jean Graham **Cell #:** 631-4321

Passenger Name, Flight Details and Billing Information								
Passenger Name	Date (mm/dd)	Pick-Up City	Pick-up Time*	Drop-Off City	Drop-Off Time*	Billing Agency #	Department (WYDOT & UW only)	Program
Jean Graham	3/31	cheyenne	8:30am	gillette		299		
Tim Smith	3/31	greybull		gillette		299		
Tony Brown	3/31	greybull		gillette		299		
Jean Graham	4/2	gillette	2pm	cheyenne				
Tim Smith	4/2	gillette	2pm	greybull				
Tony Brown	4/2	gillette	2pm	greybull				

\*Enter either Pick-Up Time or Drop-Off Time (both not required)

**Comments:**

**Authorized By:**

John Doe 3/9/2009

**Name** **Date**

Asst Boss

**Title**

