

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

Aeronautics has a one-day business meeting in Jackson on March 31, 2009. The passengers will be: Jane Doe, picking up in Cheyenne; John Smith and Tim Brown will be picked up in Greybull. They need to arrive in Jackson by 10:00am. They plan to depart Jackson at 4:00pm, dropping off the passengers on the way back to Cheyenne.



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: Aeronautics

Date(s) of Flight: 3/31/2009

Overnight Trip (8 passenger max)? Y/N

Number of Overnight Bags: _____

Oversized Baggage? Y/N

Number & Dimensions of Largest: _____

ERP Number (WYDOT use only): _____

Contact Person: Tess Smith **Phone:** 777-3951

After Hours Contact Person: Tess Smith **Cell #:** 631-1234

Passenger Contact Person: Jane Doe **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
Jane Doe	3/31	cheyenne		jackson	10am	45	0072	9800
John Smith	3/31	greybull		jackson	10am	45	0072	9800
Tim Brown	3/31	greybull		jackson	10am	45	0070	7750
Jane Doe	3/31	jackson	4pm	cheyenne				
John Smith	3/31	jackson	4pm	greybull				
Tim Brown	3/31	jackson	4pm	greybull				

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

Comments:

Authorized By:

Mary Smith 3/9/2009

Name **Date**

Title

