

AIRCRAFT FORM

**FLIGHT REQUEST INFORMATION**

LTW

**AIRCRAFT REQUESTED:**

*(helicopter or fixed wing plane - all requests are subject to schedule and weather changes)*

**REQUESTOR:**

**CONTACT:**

*(name, office number and cell phone number)*

**TRAVEL DETAILS:**

<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>DEPART FROM</u></b>	<b><u>ARRIVE AT</u></b>
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**ROUND TRIP RETURN INFORMATION**

<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>DEPART FROM</u></b>	<b><u>ARRIVE AT</u></b>
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**PASSENGERS TRAVELING:**

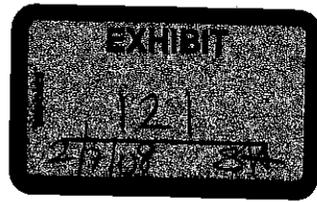
**PURPOSE OF FLIGHT REQUEST:**

*(Please indicate the official state business to be conducted during the hours between landing and departing from the arrival city. If any non-official state business/activities will be conducted during this time, the attached form must be completed)*

I hereby certify that the statements above and in the attachment are true and accurate and that I will advise the Chief of Staff immediately of any changes to the business to be conducted. Permission for this flight(s) will be revoked if the primary purpose of the flight changes to non-official state business/activities.

**SIGNATURE OF REQUESTOR**

**APPROVED BY THE CHIEF OF STAFF TO THE GOVERNOR \_\_\_\_\_**



**ATTACHMENT TO FLIGHT REQUEST INFORMATION**

**Please indicate the hours and nature of non-official state business/activities during the hours of landing and departure. You will be personally responsible for reimbursement (based on current airplane charter costs) to NYS, of that portion of the trip related to non-state business/activities.**

**Initial here \_\_\_\_\_**