



**MEMORANDUM  
STATE OF NEW YORK  
EXECUTIVE CHAMBER  
OFFICE OF THE SECRETARY TO THE GOVERNOR  
\*Albany (518) 474-4246 / FAX (518) 473-7619  
NYC (212) 681-4647 / FAX (212) 681-4648**

**TO:**  
**FROM:**  
**SUBJECT:**  
**DATE:**

**FLIGHT REQUEST INFORMATION**

**AIRCRAFT REQUESTED:**

*\*\* note: aircraft (helicopter or plane) request is subject to schedule and weather changes\*\**

**REQUESTING OFFICE**

**OFFICE CONTACT:**

*(contact name & phone number for requesting office)*

<u>DATE</u>	<u>TIME</u>	<u>DEPART FROM</u> <i>(helipad or airport)</i>	<u>ARRIVE AT</u> <i>(helipad or airport)</i>
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**PASSENGERS  
TRAVELING:**

**PURPOSE OF FLIGHT REQUEST**

In the space below, please indicate the purpose of the requested flight, including what official state business you will attend to on this trip.

Approved by the Secretary to the Governor YES \_\_\_\_\_ NO \_\_\_\_\_

NOTE: \*\* Aircraft requests can not be confirmed until requested information has been provided. \*\*

