

**UNIVERSITY OF SOUTH ALABAMA  
CHARTER AIR TRANSPORTATION REQUEST**

In order to reserve and confirm a charter flight this form must be completed, with proper approvals, and delivered to the Office of the Vice President for Financial Affairs (AD 170). Please include all information requested. The individual scheduling the flight will be notified by e-mail of the flight details.

**Approvals:** This form requires the approvals of the Department Head and a University Vice President or Division Head. If a University Vice President or Division Head is expected to be a passenger on the flight, the form must be approved by the University President.

**Individual scheduling flight:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**FOAPAL (Fund/Org/Acct):** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**Date of flight:** \_\_\_\_\_ **Arrival time:** \_\_\_\_\_ **Date of return flight:** \_\_\_\_\_ **Time of expected departure (from destination):** \_\_\_\_\_  
*(minimum of one hour prior to scheduled meeting time)*

**Destination(s) - List in flight order. (Example: Mobile - Montgomery - Mobile)**

\_\_\_\_\_

**Purpose of travel:** \_\_\_\_\_  
*(must be clearly stated)*

<b>Passengers:</b>	<b>Name</b>	<b>Cell Number</b>	<b>University Division</b>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Will a rental car be needed?     Yes     No

**APPROVALS**

\_\_\_\_\_  
**Department Head**

\_\_\_\_\_  
**Vice President/Division Head**

\_\_\_\_\_  
**President (only if a Vice President or Division Head is expected to be a passenger on the flight)**