

**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, the Vice President or Division Head for the requesting department and the Vice President for Financial Affairs.

Individual scheduling flight: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Date of Flight: _____	Arrival Time: (minimum of (one hour prior to meeting time) _____	Date of Return Flight: _____	Time of Expected Departure (from destination) _____
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Destination(s) – List in flight order. (Example: Mobile – Montgomery – Mobile)

\_\_\_\_\_

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

\_\_\_\_\_

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

Will a rental vehicle be needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

**APPROVALS**

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

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

\_\_\_\_\_  
Vice President for Financial Affairs