

**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 or emailed to the Office of the Vice President for Finance and Administration (AD 170). Please include all information requested. The individual scheduling the flight will be notified by email of the flight details.

This form requires the approval of the Department Head, the Vice President or Division Head for the requesting department and the Vice President for Finance and Administration.

Individual Scheduling Flight \_\_\_\_\_ Phone \_\_\_\_\_

FOAPAL \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Flight _____	Arrival Time (Minimum of (One Hour Prior to Meeting Time) _____	Date of Return _____	Time of Expected Departure (from Destination) _____
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Destination(s) – List in Flight Order. (Example: Mobile – Montgomery – Mobile)

\_\_\_\_\_

Purpose of Travel \_\_\_\_\_

\_\_\_\_\_

**PASSENGERS**

<u>Full Name</u> (As it Appears on Driver License)	<u>Weight</u>	<u>Cell Number</u>	<u>University Division</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

**APPROVALS**

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

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

\_\_\_\_\_  
Vice President for Finance and Administration