

UNIVERSITY OF SOUTH ALABAMA
CHARTER AIR TRANSPORTATION REQUEST

In order to reserve and confirm a charter flight this form must be completed, with proper approval and delivered or emailed to the Office of the Vice President for Finance and Administration (Admin 176). Please include all information requested. The individual scheduling the flight will be notified by email of flight details.

This form requires the approval of the Department Head, 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

Full Name
(As it Appears on Driver License)

Full Name