



Aircraft Information

Date of Request _____

Place an 'X' beside the aircraft requested

<input type="checkbox"/> Airplane	<input type="checkbox"/> Helicopter
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Estimated Cost _____

This is an estimated cost based on flight time alone, actual invoice may vary depending on winds aloft, air traffic control, weather delays, and/or airport related fees.

Agency Information

Agency Name	
Address	
Phone	
Fax	
E-Mail	
Travel Requested By	
Authorizing Administrator	
Contact Person	

Cell and/or Home numbers requested so that the Pilot may contact the appropriate individual if last minute delays or cancellation exist due to weather, etc.

Passenger Information

Passenger #	First & Last Name	Title	Contact #	Agency	Division
1					
2					
3					
4					
5					
6					
7					
8					
9					

Travel Information

Date/s of Travel _____ Destination/s _____

Date	Departure Time	From	To	Passenger #'s (see above)

I hereby certify that this trip is for Official Business for the State of WV

Specific Justification: Use of State aircraft is...

This Flight is authorized/approved by:

Agency Authority/Designee (Print Name) Agency Authority/Designee (Signature) Date

Governor's Office (Print Name) Governor's Office (Signature) Date

Reviewed by the Director of Aviation Date

Instructions to the Requesting Agency:

- 1) Complete the form and Agency Authority signature; 2) Email the form to Ann.V.Urling@wv.gov for Governor's Office approval; 3) Submit the completed and approved form to the Aviation Division: Sarah.M.Tignor@wv.gov or 304.558.2171 (fax) to finalize your flight request.