

Air Travel Request | State Plane or In-State Commercial Flight | Instructions:

1. Call Air Transportation Services to reserve a plane.
Send signed form to MN_DOT_AircraftSchedule, or Inter-Office mail to Air Transportation Services, Mail Stop 410 prior to trip date.
2. The flight could possibly be delayed or cancelled due to weather conditions, please indicate the name of a
Lead Passenger _____ **Cell phone:** _____ .
3. The scheduled departure time is the **"wheels up"** time.
 Passengers are expected to arrive at the airport 15 minutes prior to the departure time.

Requested by (Trip Organizer):	Title:	Office Phone:	Cell Phone:
Department/Agency:	Division:	Section:	Bldg/Room #:
Purpose of Trip:			
Expected Cargo/Baggage:			

TRAVEL DATE	FROM	TO	DEPARTURE TIME	ARRIVAL TIME	Office Use Only

PASSENGER INFORMATION

Passenger Name	Departing From	Responsible Agency & Billing Percentage	Office Use Only
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Please check one:

- Ground transportation is already set up at destination.
 I would like additional information on setting up ground transportation at the following destination(s):

I certify that the above requested trip is for official business only and is in the best interests of the State of Minnesota.

Authorized Signature: _____

Printed Name: _____

No need to print name if form is electronically signed.