**USDA Forest Service R1-FS-5710-4 (8/92)**

# REQUEST FOR ADMINISTRATIVE FLIGHT

(Reference FSM 5711.2)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Flight Date(s) |  |  |  |  |
|  | Starting Date | Time | Ending Date | Time |
| Party Requesting Flight: |  |
|  |  |  |  |  |
| Telephone Number: |  | Electronic Address: |  |

**\*\*\* FLIGHT PLAN \*\*\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **DESIRED** |  |  |  | **DESIRED** |
| **LEG #** | **DEPARTURE** | **FROM** | **#** | **TO** | **ARRIVAL** |
|  | **TIME** | **(departure airport)** | **PAX** | **(destination airport)** | **TIME** |
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**\*\*\* PASSENGER MANIFEST \*\*\***

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| --- | --- | --- | --- | --- | --- |
|  | AGENCY / |  | SES |  |  |
| NAME | AFFILIATION | SPONSOR | Y / N | LEG # | CHARGE CODE |
|  | CHIEF of PARTY |  |  |  |  |  |
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Attachments:

Cost Comparison [ ]  Justification [ ]  AD-202 [ ]

|  |  |
| --- | --- |
| Travel Authorization Number: |  |

Remarks :

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