TRAVEL USE LOG - FLIGHT SERVICE

AGENCY NAME:

PASSENGER (PRINT) (SIGNATURE BEFORE FLIGHT- Page 2)	DEPT/AGENCY
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

RETURN TIME

TRIP ITINERARY

LEG		AIRPORT	DATE	TIME	PASSENGER (1, 2, ETC) CREW UNLESS NOTED	MILES	(1) PURPOSE OF FLIGHT (2) SPONSOR
A	DEP						(1)
	ARR						(2)
B	DEP						(1)
	ARR						(2)
C	DEP						(1)
	ARR						(2)
D	DEP						(1)
	ARR						(2)
E	DEP						(1)
	ARR						(2)
F	DEP						(1)
	ARR						(2)

TRIP CHARGES	FLIGHT TIME ACCOUNTABILITY		FLIGHT CONDITIONS	
	TRANSPORTATION:		DAY HRS:	X-COUNTRY:
	MAINTENANCE:		DAY LNDGS:	IFR (SIM):
TOTAL TRIP MILEAGE:	10 - 5:		NIGHT HRS:	IFR (ACT):
A/C HOURLY RATE:	TRAINING:		NIGHT LNDGS:	APPROACHES:
FLIGHT TIME:	OTHER:		DISCREPANCY: ☐	
PILOT DOWN TIME:	TOTAL FLIGHT TIME:			
PILOT FEE:			DATE OF FLIGHT:	
PILOT EXPENSES:			AIRCRAFT REG. #:	
FUEL GALLONS: COST:			CREW	
LANDING FEE:	TAC/HOBBS METER		PILOT:	
HANGAR FEE:	ENDING:		COPILOT:	
MISC:	BEGINNING:		OTHER:	
TOTAL TRIP CHARGE:	TOTAL:			

Summarized annual reports to the filed with the governor, Office of Management and Enterprise Services, speaker of the House, and president pro tempore of the Senate.

>>>OVER<<<

CERTIFICATION QUESTIONS:

1. Is this event(s) in support of or in opposition to, a political party, political action committee, or political candidate?

2. Will you or any member in your immediate family receive any compensation or honoraria?

3. Other than those fees for charitable or nonprofit associations or the customary fee charged for a nonpolitical event, will an admission fee be charged or a donation of money or anything of value be directly or indirectly charged, required, solicited, demanded, exacted, sought, accepted, assigned or received by organizations or persons?

4. Unless the admission fee is charged by a charitable or nonprofit association, will the audience at the event be charged a fee to see or hear you?

<u>CERTIFICATION - SIGNATURES REQUIRED</u> - When Boarding:
By signing "No", I am certifying that I have need to travel pursuant to the duties of my office and declare that this travel complies with Title 74 O.S., Section 500.6A. A "Yes" to any of the questions above would represent an improper use of state aircraft and is, therefore, not authorized.

(CIRCLE ONE)

Passenger #1 _____ Yes or No

Passenger #2 _____ Yes or No

Passenger #3 _____ Yes or No

Passenger #4 _____ Yes or No

Passenger #5 _____ Yes or No

Passenger #6 _____ Yes or No

Passenger #7 _____ Yes or No

Passenger #8 _____ Yes or No

Passenger #9 _____ Yes or No

Passenger #10 _____ Yes or No

CREW CERTIFICATION - Completion of trip:
The signature of each crew member constitutes certification that the information provided on the form is true and correct to the best of the information and belief of that crew member.

Pilot _____ Date _____

Copilot _____ Date _____

Other Crew _____ Date _____

_____ Date _____

Items required by Enrolled House Bill 3226, establishing new law codified as Title 74 O.S., Section 500.6A, are noted.

TRAVEL USE LOG - FLIGHT SERVICE
INSTRUCTIONS

AGENCY NAME - This is the operating agency of the aircraft whether owned, leased, chartered, or otherwise operated by the state.

PASSENGER (PRINT) - REQUIRED This is the name of each passenger on the plane. (Signature required on page two).

DEPT/AGENCY - REQUIRED This is the name of the state entity for which each passenger represents.

TRIP ITINERARY - REQUIRED This is a general itinerary while the detailed listing of the location, date, and time of each departure and arrival is shown elsewhere on the form.

RETURN TIME - This is informational since detailed return time is shown elsewhere on the form.

LEG - REQUIRED There are six possible "legs" of a flight provided on the form showing departure and arrival information.

AIRPORT - REQUIRED This will be used to identify the locations of all departures and arrivals. It is based on a 3-letter code identifying the airports. **????**

DATE - REQUIRED This is the date of each departure and arrival during the trip.

TIME - REQUIRED This is the time of each departure and arrival during the trip.

PASSENGER (1, 2, ETC) - REQUIRED This will be used to show the passengers traveling on each leg of the trip. It is represented by listing them by number based on the passenger list above. It may be shown as "1 - 10", or "1, 3, & 4." It should suffice the law requiring information for when a person or persons boards or disembarks from the aircraft during the trip.

CREW UNLESS NOTED - REQUIRED The crew would be considered boarded on the aircraft unless noted otherwise. Similar requirement as the previous item.

MILES - This will show the miles for each leg of the trip. Used to calculate the required total mileage (below).

PURPOSE OF FLIGHT - REQUIRED This will show the nature of <u>each leg</u> of the trip, e.g., speech or other presentation; attendance at a meeting event, or other gathering; or for the performance of a service.

SPONSOR - REQUIRED This would be the name of the group sponsoring the purpose of the flight (above). This is available for each leg of the trip.

TRIP CHARGES: As below

FORWARD TO FINANCE FOR BILLING - Informational

TOTAL TRIP MILEAGE - REQUIRED Calculated from the miles listed above.

A/C HOURLY RATE -

FLIGHT TIME - REQUIRED

FLIGHT DOWN TIME - REQUIRED

PILOT FEE -

PILOT EXPENSES -

FUEL GALLONS/COST - REQUIRED

LANDING FEE - REQUIRED

HANGER FEE - REQUIRED

MISC -

TOTAL TRIP CHARGE - REQUIRED

FLIGHT TIME ACCOUNTABILITY - As below

TRANSPORTATION -

MAINTENANCE -

10 - 5 -

TRAVEL USE LOG - FLIGHT SERVICE
INSTRUCTIONS

TRAINING -
OTHER -
TOTAL FLIGHT TIME - **REQUIRED**
TAC/HOBBS METER - REQUIRED
ENDING - REQUIRED Meter reading when trip ended.
BEGINNING - REQUIRED Meter reading when trip began.
FLIGHT CONDITIONS - As below
DAY HRS - Number of daylight flight hours.
DAY LNDGS - REQUIRED Number of daylight landings.
NIGHT HRS - Number of night flight hours.
NIGHT LNDGS - REQUIRED Number of night landings.
X-COUNTRY -
IFR (SIM) -
IFR (ACT) -
APPROACHES -
DISCREPANCY -
DATE OF FLIGHT -
CREW - As below
PILOT - REQUIRED Name of the pilot.
COPILOT - REQUIRED as applicable. Name of the copilot.
OTHER: REQUIRED as applicable. Name of additional crew members.

PAGE TWO

CERTIFICATION - SIGNATURES - REQUIRED The signature of each passenger (<u>before flight</u>) and crew members are required. There is also a general Yes or No answer for a series of questions. If the answer is yes to any of the questions, the "Yes" should be circled, otherwise, circle "No."

CREW CERTIFICATION - REQUIRED (Completion of trip) The signature of each crew member constitute certification that the information provided on the form is true and correct to the best of the information and belief of that crew member.

ANNUAL REPORTING

Summaries of the Travel Use Log shall be compiled the state entity and filed with the Governor, Office of Management and Enterprise Services, Speaker of the House of Representatives, and the President Pro Tempore of the Senate annually. The summaries shall contain the following information:

1. A chronological listing of the date and time of flights;
2. A listing of each location from which the aircraft takes off or at which the aircraft lands during each trip;
3. A listing of the name of each passenger;
4. Total flight time, and
5. Total cost of trip based on the number of hours of flight time at a standard hourly rate which shall be approximately the cost of chartering a comparable aircraft.