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| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **AIRCRAFT** (*type*) | | |  | Helicopter | **REQUESTED BY** | | | | **PHONE** | |  | Airplane | | **AGENCY** | | | | | | | **DESTINATION** | | | | **PURPOSE OF FLIGHT** | | | | | | | | | | | **REQUESTED**  **ITINERARY** | | | **DATE** | | **TIME** | | **REASON FOR STOP** | | | | Depart |  | |  | |  | |  | | | | Arrive |  | |  | |  | | | Depart |  | |  | |  | |  | | | | Arrive |  | |  | |  | | | Depart |  | |  | |  | |  | | | | Arrive |  | |  | |  | | | Depart |  | |  | |  | |  | | | | Arrive |  | |  | |  | | | Depart |  | |  | |  | |  | | | | Arrive |  | |  | |  | | |  | | | | | | | | | | | **PASSENGER NAME & TITLE** | | | | | | | **AGENCY/AFFILIATION** | | **PHONE** | |  | | | | | | |  | |  | |  | | | | | | |  | |  | |  | | | | | | |  | |  | |  | | | | | | |  | |  | |  | | | | | | |  | |  | |  | | | | | | |  | |  | |  | | | | | | |  | |  | |  | | | | | | |  | |  | | **The Capital City Airport Division requires a complete manifest on file before departure from any location. Photo ID is required prior to boarding state-owned or state-charted aircraft. An itinerary for distribution to passengers will be faxed or emailed to the person who initiated the request.** | | | | | | | | | | | **BILLING AGENCY** | | | | | **FUNDING SOURCE** | | | **PHONE** | **FAX** | | **ADDRESS** (*street*) | | | | | **CITY** | | | **STATE** | **ZIP** | | **Regarding this use of state-owned or state-chartered aircraft, I acknowledge that state travel regulations apply and that as the requesting agency we will comply with said regulations prior to the departure of this flight.** | | | | | | | | | | | **SIGNATURE** (*Secretary/Designee*) | | | | | **DATE** | | | **Return all approved requests to the Flight Coordinator by fax:**  Capital City Airport Division  90 Airport Rd. Bldg. 400  Frankfort, KY 40601-6198  Ph. (502) 564-0099  Fax (502) 564-0172  http://cca.ky.gov | | | **Governor/Lieut. Governor Use Only** | | | | | **CCAD Use Only** | | | | Percent of Flight | | Business | | | Flight # |  | | | Personal | | | Aircraft |  | | |  | | | | | | | | |