

FLIGHT ITINERARY AND PASSENGER MANIFEST

For use of this form, see ER 95-1-1; the proponent agency is DAEN-ASZ-F.

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1. FLIGHT ITINERARY						2. PASSENGER MANIFEST										
a. FLIGHT LEG NUMBER	b. DESTINATION	c. ARRIVAL		d. DEPARTURE		a. NAME (Last, First MI)	b. GRADE	c. ORGANIZATION AND REMARKS	d. TRIP ITINERARY (Mark X) EACH FLIGHT LEG							
		(1) DATE (YYYYMMDD)	(2) TIME (0001-2400 hours)	(1) DATE (YYYYMMDD)	(2) TIME (0001-2400 hours)				1	2	3	4	5	6	7	
	FROM:								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	TO:								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	TO:								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	TO:								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	TO:								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	TO:								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	TO:								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	TO:								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. REMARKS									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						INSTRUCTIONS: COMPLETE COLUMNS AS INDICATED. THE TRIP COORDINATOR SHALL, AFTER EACH TRIP, PROVIDE A COMPLETE AND ACCURATE COPY OF MANIFEST AND ITINERARY TO THE APPROVING OFFICIAL FOR RECORD PURPOSES.										
INSTRUCTIONS: COMPLETE DESTINATION, DEPARTURE AND ARRIVAL TIMES. THE REMARKS SECTION SHOULD CONTAIN, AS A MINIMUM, THE NAME OF THE HOTEL WHERE PARTY IS STAYING, IF APPLICABLE.						5a. APPROVING AUTHORITY (Last, First MI)					b. DATE (YYYYMMDD)					
4a. REQUESTING AUTHORITY (Last, First MI)				b. DATE (YYYYMMDD)		c. SIGNATURE OF APPROVING AUTHORITY										
c. REQUESTOR'S SIGNATURE						6. TRIP COORDINATOR (Last, First MI)					7. OFFICE TELEPHONE					