

Executive Travel Flight Record

Instructions: Complete this form for each flight conducted for a University department in any UD aircraft. Attach fuel receipts, copies of meal receipts, and any other expenses associated with the flight. Submit this form to the Aviation Business Office in a timely manner.

Note: If personal funds are used for crew meals, an Expense Report must be completed and submitted along with this Executive Travel Flight Record. The Expense Report template can be found at <http://www.dbq.edu/CampusPortal/CampusForms/index.cfm>.

Date: _____ Aircraft: _____ Department to Invoice: _____

Pilot: _____ Co-Pilot: _____

Trip Log					
Leg	From/To	Begin Hobbs	End Hobbs	Total	Pilot
1					
2					
3					
4					
				Total Hobbs:	

Passengers	
1	
2	
3	
4	
5	
6	

Fuel			
		Gallons	
Airport ID		Purchased	Burned
1			
2			
3			
4			

Other Expenses					
Crew Meals		Parking Fees	Landing Fees	Hangar Rental	Tie Down Fees
Amount 1 >>					
Amount 2 >>					

UNIVERSITY of DUBUQUE

