

**Commonwealth of Virginia  
Travel Request Form & Passenger Manifest**

**Requested**

**Aircraft:** \_\_\_\_\_ **Requested by:** \_\_\_\_\_ **Dept:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Purpose of Flight:** \_\_\_\_\_

<b>Requested Itinerary</b>	<b>Date</b>	<b>Time</b>	<b>Requested Itinerary</b>	<b>Date</b>	<b>Time</b>
1. Depart			5. Depart		
Arrive			Arrive		
2. Depart			6. Depart		
Arrive			Arrive		
3. Depart			7. Depart		
Arrive			Arrive		
4. Depart			8. Depart		
Arrive			Arrive		

<b>Passenger Name</b>	<b>Affiliation</b>	<b>Address</b>	<b>Emergency Contact</b>	<b>*Asked Weights</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\* Flights with 7 or more passengers must complete the "Asked Weights" for aircraft weight and balance purposes

**The Department of Aviation requires a complete manifest on file before the aircraft departs any location. An itinerary will be faxed or e-mailed to the person responsible who initiates the request, for distribution among passengers.**

**Billing agency (and code if available):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**I acknowledge that State Travel Regulations regarding the use of either State-owned or chartered aircraft apply, and that as the requesting agency, we will have complied with said regulations prior to the departure of this flight.**

**Authorized Signature/Title** \_\_\_\_\_

**Please return all approved requests to the Flight Coordinator by Fax: 804-236-3643.**

**Date:** \_\_\_\_\_ **Approved ( )** **Declined ( )**

**Secretary /Authorized Designee's Signature:** \_\_\_\_\_