

STATE OF NEBRASKA
REQUEST FOR TRAVEL BY PERSONALLY RENTED
OR PRIVATELY OWNED AIRPLANE

Agency/Division _____

Employee Name _____

Trip Plan _____

Reason for Travel _____

Method of Travel: Personally Rented Privately Owned

Estimated Cost _____

Yes No

1. Please indicate if the following means of transportation have been considered?

- a. Surface transportation
- b. Commercial airline
- c. Aeronautics charter

Will travel by personally rented/privately owned airplane be more economical than surface transportation or result in a substantial savings of expense or productive time?

2. Are there other considerations which require that travel be by personally rented/privately owned airplane?

If yes, please specify.

Pursuant to section 81-1174 and CONC-005 of the Nebraska Accounting System Manual, I hereby approve travel by personally rented/privately owned airplane as indicated above and certify that such travel is more economical than surface transportation or will result in a substantial savings of expense or productive time.

AGENCY DIRECTOR

DATE