

Performance Audit Report

Office of the Governor's Travel and Use of State Resources

Report No. 3037-18

May 18, 2018

Joshua C. Gallion
State Auditor

Office of the State Auditor
Division of Performance Audit

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May 18, 2018

Honorable Doug Burgum, Governor
Tom Sorel, Director Department of Transportation
Colonel Michael Gerhart, Highway Patrol Superintendent
Members of the North Dakota Legislative Assembly

This report contains the results of a performance audit on the Office of the Governor's travel and use of state resources. The audit was conducted under the authority granted within North Dakota Century Code Chapter 54-10, which allows the State Auditor to conduct performance audits of state agencies as determined necessary by the State Auditor or the Legislative Audit and Fiscal Review Committee. The report presents our findings, conclusions, and recommendations, and the responses of the Office of the Governor and the Department of Transportation.

Respectfully Submitted,

/S/

Joshua C. Gallion
State Auditor

Purpose and Authority of the Audit

The performance audit of the Office of the Governor was conducted by the Office of the State Auditor pursuant to authority within North Dakota Century Code Chapter 54-10. This audit was selected by the State Auditor.

Performance audits are defined as engagements that provide assurance or conclusions based on an evaluation of sufficient, appropriate evidence against stated criteria, such as specific performance requirements, measures, or defined business practices. Performance audits provide objective analysis so management and those charged with governance and oversight can use the information to improve performance and operations, reduce costs, facilitate decision making by parties with responsibility to oversee or initiate corrective action, and contribute to public accountability. The purpose of this report is to communicate our analysis, findings, and recommendations based on our review of the Office of the Governor travel related expenditures and use of state resources.

Background Information

The state airplanes are operated by the North Dakota Department of Transportation for official state business. The Office of the Governor is provided with special exemptions to the policies governing the use of the state airplanes including:

- Priority of usage
- No limitations on destinations
- Not required to complete a Request for Air Transportation form (SFN 9705)
- Not charged for the usage of the planes

The North Dakota State Highway Patrol provides security and protection for the Governor, the Governor's family, and other officers next in order of succession to the Office of Governor.

Objective of the Audit

The objectives established for this performance audit of Office of the Governor's travel and use of state resources included:

- Is the Office of the Governor using the state airplane in a prudent manner?
- Is the executive security provided by the North Dakota State Highway Patrol a prudent use of state resources?
- Are there opportunities to improve the transparency around the use of the state airplanes?

Scope and Methodology

The Office of the State Auditor conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for the findings and conclusions based on our audit objectives. The evidence obtained provides a reasonable basis for our findings and conclusions based on the audit objectives.

Audit field work was conducted from March 22, 2018 to May 18, 2018. The audit period was March 1, 2016 to February 28, 2018. This audit focused on the use of the state airplanes and executive security.

Methodologies included:

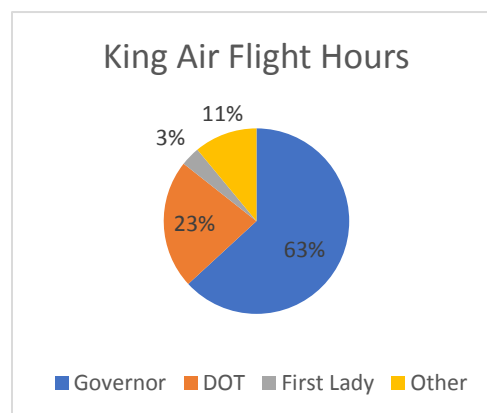
- Obtained an understanding of Department of Transportation state airplane policy and billing procedures.
- Obtained and reviewed all flight manifests and aircraft operations reports.
- Obtained and reviewed the invoice for all flights chartered with Bismarck Air Medical and Executive Air paid for by the Department of Transportation for flights on behalf of the Office of the Governor.
- Reviewed schedules for both the current and former Governor and Lieutenant Governor.
- Interviewed Department of Transportation employees including pilots.
- Interviewed Highway Patrol employees responsible for executive security.

Use of State Airplane

In this section, instances where the Office of the Governor used the state airplane for commuting and non-state employee passengers are outlined.

Summary

The Department of Transportation (DOT) operates and maintains three state-owned airplanes. The costs associated with the airplanes are budgeted and paid for by the DOT. According to North Dakota Century Code Section 24-02-48, the DOT shall provide air transportation services to other state agencies upon request and each agency using the services is required to pay a user charge unless waived by the DOT. The DOT waives all charges for usage of state airplanes by the Office of the Governor and the First Lady. All other agencies are billed based on the user charge.



The airplane user charge established by the DOT is based on actual costs and usage. The current usage charge for the King Air airplanes is \$1,410 per flight hour plus \$104 per hour for pilot costs. Pilot costs begin one hour prior to takeoff for preparation and end one hour after return for shut down.

The DOT also charters private planes for the Office of the Governor and the First Lady in instances where the state-owned airplanes or state pilots are unavailable. All costs associated with private charters are billed to and paid by the DOT.

The DOT's policy requires the use of the state-owned airplanes be for official business only. The Office of the Governor, Director and Deputy Directors of the DOT have priority over all other users. The following guidelines have also been established by the DOT:

1. The airplanes should not be used to travel to Minot, Jamestown, or Dickinson except for transport of the Governor, or Director, or his designee.
2. Except for the Governor's Office or the DOT, the airplanes should not be used to transport only one passenger.
3. These guidelines can be waived in special situations as approved by the DOT.

The Office of the State Auditor applied the DOT's policy for state-owned airplanes to flights using private charter services.

Audit Findings

Commuting Flights

The Office of the State Auditor identified 17 flights in which all or a portion of the flight were considered commuting. The flights involved both the current and prior administrations.

Article 5 Section 1 of the North Dakota Constitution states the Governor shall reside in the state capital. Article 5 Section 6 of the North Dakota Constitution states elected state officials shall hold office in the state capital. North Dakota Century Code does not explicitly allow publicly provided transportation to individuals for commuting to or from their personal residence to official meetings or offices. The Office of the State Auditor considers OMB policy 507 a best practice for use of state resources in relation to commuting.

OMB Policy 507 – Travel in City of Employment:

Mileage from a normal workstation to a conference or meeting is reimbursable, if an employee actually reports to work prior to attendance at the meeting. However, mileage for travel from an employee's residence directly to the conference/meeting site is not reimbursable, since it is considered normal commuting travel.

As a result, any costs incurred by the state to commute the Governor or Lieutenant Governor were inappropriate.

There may also be income tax implications as personal use of employer-provided vehicles may need to be reported as income on the employee's Form W-2 as a taxable noncash fringe benefit (26 CFR 1.61-21 – Taxation of fringe benefits).

Examples of flight manifests and relating schedules can be found in Appendix A.

Recommendation 1

The State Auditor recommends the Office of the Governor discontinue using air transportation services for commuting to or from personal residences to official meetings or offices.

Management's Response

The Governor's Office disagrees with the assumption that air transportation services have been used for commuting. In all instances, use of the state aircraft was for furthering state business and/or a public purpose. As stated in NDDOT policy, the state aircrafts are a valuable tool to maximize the state's resources and drastically reduce travel time and allow employees to be more productive while traveling, and this is particularly true of the Governor and Lieutenant Governor. While they have offices in the Capitol, they do not have a normal, single and static work station, as they serve as Governor and Lieutenant Governor for all of North Dakota. The duties and responsibilities of these offices require them to be available and accessible to all citizens; they spend a great deal of time engaging with constituents and working with citizens at meetings and events across the state. Requested appearances at public events, some held on state holidays, create special circumstances in which use of the state aircraft is necessary to accommodate the request and maximize efficiencies. OMB Policy 507, cited by the Auditor,

only applies to travel within the city of employment. There are no instances involving travel in the state aircraft by the Governor or Lieutenant Governor applicable to Policy 507. Ultimately, the Governor's Office makes travel decisions using sound, reasoned judgment to maximize results. We operate economically and within budget, with a primary focus on outcomes and impact.

State Auditor's Concluding Remarks

As previously stated, according to Article 5 of the North Dakota Constitution, the Governor shall reside and elected state officials shall hold office in the state capital. Thus, the State Auditor consider Bismarck as the normal working and living residence for the Governor, Lt. Governor, and First Lady. In addition, the former Governor and First Lady, Governor and First Lady, and Lt. Governor also have known residences in Casselton, Fargo, and Watford City, respectively. Certain flights to and from these known residences outside of Bismarck were considered commuting. Examples include:

- The state airplane was used to pick up the Lt. Governor in Watford City while on personal time and brought him to Bismarck/Mandan for a speaking commitment. Afterwards, the state airplane was used to transport the Lt. Governor back to Watford City.
- The state airplane returned to Watford City the following day to pick up the Lt. Governor to transport him to an engagement in Fargo.

The State Auditor believes the Lt. Governor's travel to/from Watford City to Bismarck is normal commuting travel. In the first example, if the Lt. Governor drove his personal vehicle he would not have been entitled reimbursement under OMB Policy 507. In the second example, the State Auditor believes the Lt. Governor should have been responsible to get to Bismarck before using the state airplane.

As stated, we view OMB Policy 507 to be a best practice that can be applied to air transportation services to define commuting during normal, non-emergency usage.

Non-State Employees on State Airplane

The state-owned airplanes transported non-state employees including the spouses, children, and other affiliations of the Governor, Lieutenant Governor, Governor's office staff, and other elected officials. The Office of the State Auditor identified 14 flights for which we were unable to identify the official business purpose. The flights occurred under both the current and former administration.

Department of Transportation (DOT) Executive Policy Manual Policy II 7-1 states "North Dakota Department of Transportation aircraft and pilots are provided for official business only."

A memo from the Director of the DOT to flight operations dated March 30, 2007 states "Passengers do not need to be state employees, but must be traveling on state business."

The DOT does have a different policy for state fleet vehicles – The DOT's Fleet Services Manual - General Regulations for Operators - 8 states "Operators may not transport their spouses, children, animals, or hitchhikers in state vehicles."

Examples of flight manifests including non-state employees can be found in Appendix B.

Recommendation 2

The State Auditor recommends the Department of Transportation discontinue providing air transportation services to non-state employees without a business purpose.

Management's Response

The Governor's Office disagrees. The non-state employees identified by the State Auditor were serving as temporary state volunteers supporting the Governor or Lieutenant Governor in their roles and furthering a public purpose. In the case of the Governor's and Lieutenant Governor's immediate family members, they acted in the capacity of dignitaries or ambassadors representing the First Family and the State, as is often the expectation at public events. There is no incremental cost for family members who travel with the Governor and Lieutenant Governor to support their roles, and they have only occupied seats on the aircraft that would have otherwise been vacant.

Liability for Non-State Employees

The insurance policy for state owned airplanes is issued to the DOT and provides coverage solely for the DOT's employees except in instances of negligence. State employees are covered by the Risk Management Fund. Non-state employees are only covered by the DOT's insurance policy in instances of negligence.

Recommendation 3

The State Auditor recommends the Department of Transportation ensure the state is not exposed to additional risk for non-state employees traveling on state owned airplanes.

Management's Response

The Governor's Office agrees. We are not exposing the state to additional risk, as DOT aircraft are insured through a standard commercial aviation policy that provides third-party liability coverage of up to \$10,000,000 for the operation of the aircraft as well as medical expense and physical damage coverage. Nothing in the existing insurance policy excludes or limits who may be a passenger on the DOT aircraft, or limits coverage available to respond to any potential claims made by a non-state employee passenger. There is no exclusion for third-party liability claims, including bodily injury claims, brought by non-state employee passengers. Rather, certain bodily injury claims involving state employees arising out of and in the course of their employment are excluded as such claims would be covered by workers' compensation. The policy additionally provides voluntary settlement coverage up to \$350,000 per crew member and passenger for certain losses including death, disability and dismemberment.

State Auditor's Concluding Remarks

Bodily injury coverage is excluded and would need to be covered under a separate liability policy. For state employees, this is risk management. For non-state employees, there would be no coverage.

Unsupported Flights

The state airplane was used for flights for which the Office of the State Auditor was unable to identify the business purpose. Except for the Office of the Governor, all state agencies are required to complete the Request for Air Transportation form (SFN 9705) developed by the Department of Transportation. This form includes the purpose of the trip and is approved by the Department of Transportation. Without this form and the inability to locate calendars or schedules, we could not determine the business purposes.

Department of Transportation, Executive Policy Manual – Department Aircraft Operations policy II 7-1 states “North Dakota Department of Transportation aircraft and pilots are provided for official business only.”

Recommendation 4

The State Auditor recommends the Department of Transportation require all agencies to submit a Request for Air Transportation form to establish the business purpose of the trip.

Management's Response

The Governor's Office agrees with the recommendation to report the business purpose of the trip, but disagrees that the Request for Air Transportation form is the proper form to be used. All information requested on that form is already publicly available, and will continue to be available, on the Governor's calendar (with the business purpose apparent on the governor's daily schedule), in the flights manifests and in passenger information supplied to the NDDOT by the Governor's Office before a passenger is allowed to fly on state aircraft for the first time. Using the Request for Air Transportation form also would place a subordinate of the NDDOT director in the position of having to approve her supervisor's use of travel, as well as that of the Governor (who appoints the NDDOT director), which defies common sense. To streamline public information access to the business purpose for the flight, the Governor's Office will report the business purpose of the trip directly to the NDDOT on each scheduled flight.

State Auditor's Concluding Remarks

The calendars provided by the Office of the Governor did not show the business purpose of meetings held or even if the meetings were held. We were unable to locate the calendars for some members of the prior administration. Ultimately it is the DOT's responsibility to determine each flight is for a business purpose before approving the flight and as the Request for Air Transportation (SFN 9705) form is used for all other agencies when requesting use of the state airplane, this would seem to be the most consistent method to ensure compliance with the DOT policy.

Executive Security

In this section, executive security provided by the North Dakota State Highway Patrol is discussed.

Summary

One of the duties of the North Dakota State Highway Patrol according to NDCC § 39-03-09(14) is “To provide security and protection for the governor, the governor's immediate family, and other officers next in order of succession to the office of governor to the extent and in a manner the governor and the superintendent deem adequate and appropriate.”

Due to the confidentiality of executive security, the Office of the State Auditor is unable to provide additional details.

Audit Findings

That State Auditor found no issues related to the executive security provided by the North Dakota State Highway Patrol to report.

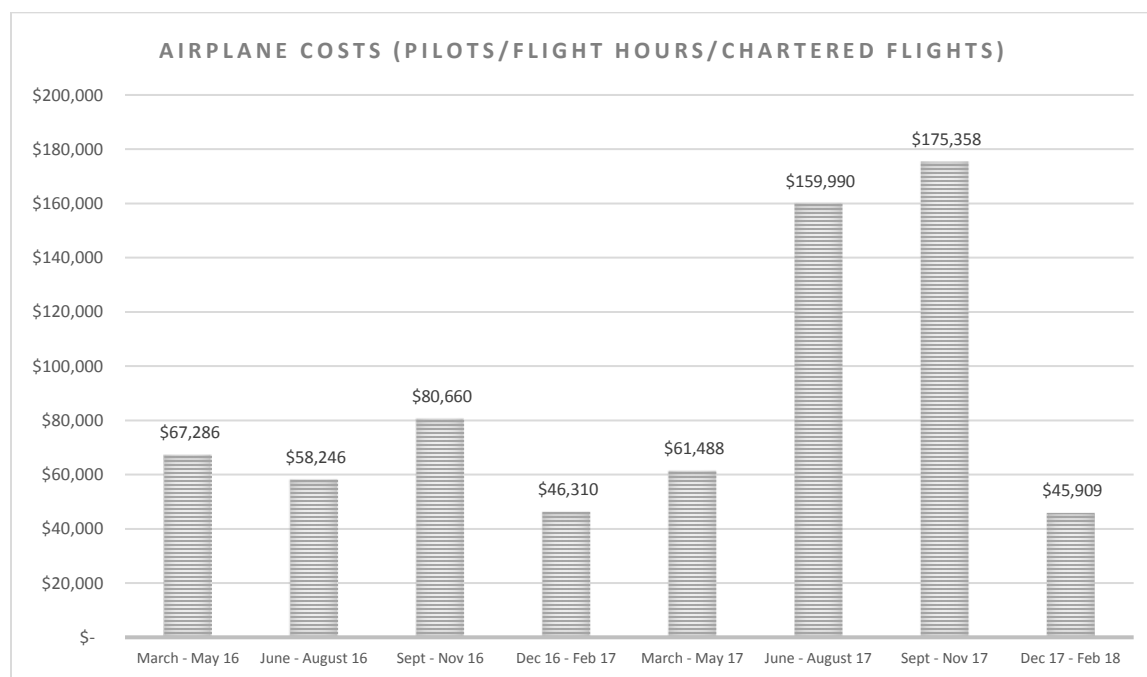
Government Transparency

In this section, opportunities to improve the transparency of financial reporting for the citizens and legislators of North Dakota will be discussed.

Transparency of Air Transportation Service Costs

North Dakota Century Code section 24-02-48 provides the Department of Transportation (DOT) with the authority to waive the user charges for air transportation services. The DOT is waiving the air transportation service charges for the Office of the Governor and First Lady flights. The flight costs for the Office of the Governor and First Lady are within the DOT's air services budget. This includes instances when private charters are used due to a lack of availability of the DOT airplanes or pilots. As a result, the Office of the Governor's travel budget lacks transparency because it does not accurately reflect the true cost of the air transportation services.

For the period from March 1, 2016 through February 28, 2018, the costs for air transportation services provided to the Office of the Governor and First Lady were \$695,247.



Source: Aircraft Manifest and Trip Invoice (SFN 7513), charter billings, and the DOT Plane rates effective 11/1/14

Out of State Travel

The state-owned airplanes were used by the Office of the Governor for 9 flights to out-of-state destinations such as Washington DC, Denver, and Providence. While the current administration was not responsible for all out-of-state flights, the use of the state airplane for out-of-state travel has increased under the current administration. Commercial flights were available at a lower cost to the state.

Total cost of the flights in this category were \$108,382.

Examples of flight manifests including out of state travel can be found in Appendix C.

First Lady

The current and former First Ladies have used the state airplane for transportation without accompaniment of either the Governor or Lieutenant Governor (total of 15 flights).

Although the First Lady is provided an office space and an executive assistant, she is not an official state employee and had no funds appropriated for her use. The flights costs are waived by the Department of Transportation in the same manner as other flights for the Office of the Governor and absorbed within the Department of Transportation's air services budget.

Total cost of the flights in this category were \$37,600.

Examples of flight manifests for the First Lady can be found in Appendix D.

State Auditor's Office Conclusion

The inclusion of the air transportation services costs within the Office of the Governor's budget would accurately reflect the costs in the correct business unit and require prioritization based on available funding. As a result, the Legislature and public would be provided with the cost of this usage and the Office of the Governor would be more inclined to evaluate each situation and consider using the most economical means of transportation.

Appendix Guide

Appendix A – Commuting Flights

Pages 16-33

<u>Page</u>	<u>Date</u>	<u>Questioned Part</u>
16.	10/13/2016	Dropped Governor and First Lady in Casselton
17.	10/14/2016	Picked up Governor and First Lady in Fargo
18.	12/2/2016	Dropped Governor in Casselton
19.	12/11/2016	Dropped Governor and First Lady in Casselton
20.	1/8/2017	Bismarck to Fargo to pick up Governor, returned him to Fargo
21.	5/6/2017	Picked up Governor in Fargo for meeting in Grand Forks
22.	5/29/2017	Bismarck to Watford City to pick up Lt. Governor, return to Watford City
23.	5/30/2017	Bismarck to Watford City to pick up Lt. Governor
24.	6/7/2017	Devils Lake to Fargo to drop off the Governor
25.	6/25/2017	Bismarck to Fargo to pick up Governor
26.	7/20/2017	Watford City to pick up Lt. Governor, return to Watford City
27.	7/21/2017	Lt. Governor picked up in Watford City and returned to Watford City
29.	8/7/2017	Bismarck to Fargo to pick up Governor and return to Bismarck
30.	9/9/2017	Bismarck to Watford City to pick up Lt. Governor, return to Watford City
31.	9/15/2017	Dropped Governor in Fargo
32.	9/20/2017	Bismarck to Watford City to pick up Lt. Governor, return to Watford City
33.	11/20/2017	Bismarck to Fargo to pick up Governor

* Line separates Governor's administrations

Explanation provided by the Office of the Governor for selected flights:

May 29, 2017 – The Lt. Governor delivered remarks honoring deceased military members during the annual Memorial Day ceremony at the North Dakota Veterans Cemetery in Mandan. Governor Burgum was speaking at the Memorial Day service at Riverside Cemetery in Fargo at the same time. The Governor's office receives multiple requests for Memorial Day remarks, and the Governor and Lt. Governor support our military and believe it is an important and solemn duty to commemorate the military men and women who died defending our nation and our freedoms.

May 30, 2017 – the Lt. Governor attended and spoke at the Drone Focus conference with U.S. Secretary of Transportation Elaine Chao in Fargo. The plane picked him up in Watford City due to personal commitments strained by the Memorial Day public speaking obligation.

August 7, 2017 – The Governor was in Fargo for a personal commitment. In order to maximize the Governor's time and meeting schedule, the plane picked him up in Fargo and brought him to Bismarck for multiple meetings, followed by the evening Drought town hall with farmers and ranchers in Mott, ND, which concluded at 10pm.

Appendix Guide

Appendix B – Non-State Personnel

Pages 34-48

<u>Page</u>	<u>Date</u>	<u>Questioned Passenger</u>	<u>Destination/Purpose</u>
34.	4/21/2016	Gloria Wrigley	Fargo to Bismarck, Unknown
35.	9/20/2016	Laurie Rauschenberger	Minot, ND Petroleum Council
36.	9/23/2016	Laurie Rauschenberger	Flight returned to Bismarck due to weather
37.	10/21/2016	Laurie Rauschenberger	Grand Forks, Economic Develop. & UND Hockey
38.	12/20/2016	Kristie Skunberg&Jesse Burgum	Fargo to Bismarck, Legislative Leadership
39.	6/7/2017	Jesse Burgum	Devils Lake-Fargo, Cabinet Meeting
40.	7/7/2017	Kristie Skunberg&Kathy Horbacher	Fargo, Dean of NDSU College of Business
41.	7/12/2017	Jesse Burgum	Fargo to RI, National Governor Association
42.	7/22/2017	Jesse Burgum	Jamestown to Minot, Media Event/Fergie Concert
44.	8/31/2017	Sandi Sanford	Williston to Bismarck, Economic Development
45.	9/5/2017	Ann Kumm	Fargo to Bismarck, Recovery Reinvented
46.	9/9/2017	Sandi Sanford and Nicolas Sanford	Watford City to Grand Forks, UND Football
47.	9/26/2017	Ted Hanson	Minot, Norsk Høstfest
48.	1/20/2018	Beth Stenehem	Fargo, John Andrist Memorial

* Line separates Governor's administrations

Appendix Guide

Appendix C – Out of State Flights

Pages 49-63

<u>Page</u>	<u>Date</u>	<u>Destination</u>	<u>Trip Cost</u>
49.	6/10/2016	Jackson, WY	\$6,172
50.	6/19/2016	Rapid City, SD	\$2,650
51.	6/7/2017	Devils Lake to Washington D.C.	
52.	6/8/2017	Washington D.C. to Bismarck	\$15,147
53.	6/25/2017	Fargo to Kalispell, MT	
54.	6/28/2017	Kalispell, MT to Bismarck	\$12,213
55.	7/12/2017	Fargo to Providence, RI	
56.	7/16/2017	Providence, RI to Bismarck	\$21,817
57.	9/6/2017	Bismarck to Washington D.C.	
58.	9/7/2017	Washington D.C. to Fargo	\$14,939
59.	9/27/2017	Denver, CO	\$6,122
60.	9/28/2017	Bismarck to Washington D.C.	
61.	9/29/2017	Washington D.C. to Bismarck	\$14,802
62.	10/3/2017	Bismarck to Washington D.C.	
63.	10/4/2017	Washington D.C. to Bismarck	\$14,520

* Line separates Governor's administrations

Explanation provided by the Office of the Governor for selected flights:

June 7, 2017 – The plane flew to Devils Lake to pick up the Lt. Governor and Mike Nowatzki at the immediate conclusion of the two-day cabinet strategy offsite at Camp Grafton to bring them to Washington, DC for the White House infrastructure meeting by invitation from President Trump. The day included a roundtable discussion with President Trump, a working session with Secretary Chao, Secretary Zinke, Secretary Ross, Secretary Perdue, Reed Cordish (assistant to the President), DJ Gribbin (special assistant to the President), and Michael Catanzaro (special assistant to the President). During a session with Interior Secretary Zinke, the Lt. Governor advocated for ending the practice of duplicative environmental studies that unnecessarily delay projects such as the Garrison Diversion/Red River Valley Water Supply Project, as well as reducing permitting times for oil and gas wells on federal lands.

The Governor flew commercial (and paid for his ticket personally) to Washington, DC via Fargo to comply with our internal practice of the Governor and Lt. Governor not flying together on the same plane.

June 8, 2017 – Mike Nowatzki flew from Washington, DC to Bismarck alone as the Lt. Governor had additional meetings beyond the White House Infrastructure Roundtable, including a visit with ND 188th Air Defense Artillery, and a Roads and Rail regulatory reform event with Secretary Chao and President Trump. In addition, he met with the National Mining Association, and Senator Hoeven's staff. The Lt. Governor flew home commercially, at no state expense.

Sept 27, 2017 – Lt. Governor, Levi Bachmeier, Scott Davis and General Counsel for the Tax Commissioner, Dee Wald attended a meeting in Denver for a Rocky Mountain Mineral Law Foundation, Indian Law and Natural Resource conference. The Lt. Governor was a panel speaker at the conference at 2pm, with the discussion focusing on Jurisdictional issues related to mineral ownership as well as state and tribal tax disputes. On September 28, the Lt. Governor had additional meetings in Washington, DC.

Appendix Guide

Appendix D – First Lady

Pages 64-78

<u>Page</u>	<u>Date</u>	<u>Flight Description</u>	<u>Trip Cost</u>
64.	3/3/2016	Dickinson	\$2,023
65.	3/4/2016	Fargo	\$3,077
66.	3/30/2016	Cooperstown	\$2,469
67.	4/20/2016	Fargo	\$2,564
68.	5/5/2016	Rolla	\$2,469
69.	5/18/2016	Devils Lake	\$2,086
70.	5/23/2016	Dickinson & Bowman	\$2,472
71.	8/9/2016	Fargo	\$3,107
72.	9/9/2016	Minot	\$2,335
73.	9/28/2016	Hettinger	\$1,789
74.	4/5/2017	Grand Forks, took First Lady to Fargo	\$3,485
75.	6/30/2017	Took First Lady to Fargo	\$2,266
76.	7/5/2017	Took First Lady to Fargo	\$2,223
77.	8/9/2017	Fargo to Stanley	\$2,904
78.	8/9/2017	Newtown to Bismarck	\$2,331

* Line separates Governor's administrations

Explanation provided by the Office of the Governor for selected flights:

July 5, 2017 -- The First Lady traveled to Fargo to meet John Vastag, director of health and medical transformation at BCBS ND, who had invited her to discuss addiction and opioids. She also toured Community Medical Services, a substance use disorder treatment program. The First Lady made the trip to advance her platform of eliminating the shame and stigma of addiction, which ties directly with the Governor's strategic initiative on Behavioral Health and Addiction. The night prior, she and the Governor attended the 4th of July celebration/Bismarck-Mandan Symphony Orchestra event at the Capitol where the Governor also provided the welcome remarks.

August 9, 2017 – The First Lady traveled to New Town to keynote at the Addiction Summit. The night prior, she hosted EPA Administrator Pruitt for dinner at their former residence in Fargo.

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type King Air Tail Number N200ND

Scheduled Departure Time		Scheduled Departure Date		Flight Times		
1600		10/17/2016		Hour Meter		Hours Flown
Leg	Time	Location	Time	Location	Begin	End
1	1600	KBI	1640	SNR	317.5	319.1
2	1645	SNR	1705	KBFK	319.1	319.5
3	1715	KBFK	2200	SNR	319.5	319.8
4	2205	SNR	2300	KBI	319.8	319.5
5						
6						
Total Hours						2.0

Pilot: BF	Hours: 1.0	App:	Day Land: 2	Night Land:	Intercept:	Hold:
Pilot: SF	Hours: 1.0	App:	Day Land:	Night Land: 2	Intercept:	Hold:

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Jack Delapack	Gov Office	1 2 3 4 5 6
2	Betsy Delapack	Gov Office	1 2 3 4 5 6
3	Ron Gustafson	Tech Dept	1 2 3 4 5 6
4	Bryan Gustafson	Gov Office	1 2 3 4 5 6
5	Walter Gustafson	HH Group	1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	B L (circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location: B15	Gallons: 200	Cost:	Location: KBFK	Gallons: 80	Cost:
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Please Remit Payment To: Financial Management Div., NDDOT

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number

AM

Aircraft Identification

Type: King Air Tail Number: N200ND

Scheduled Departure Time		Scheduled Departure Date		Flight Times			
1100		14 Oct 2016					
Leg	Departure		Arrival		Hour Meter		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	1100	Bismarck	1140	Fargo	315.5	316.0	.5
2	1155	Fargo	1220	Grand Forks	316.0	316.4	.4
3	1445	Grand Forks	1515	FARto	316.4	316.9	.5
4	1530	FARto	1600	Grand Forks	316.9	317.4	.5
5	1600	Grand Forks	1710	Bismarck		318.3	0.9
6							
Total Hours							2.8

Pilot: SF	Hours: 1.4	App:	Day Land: 2	Night Land:	Intercept:	Hold:
Pilot: PV	Hours: 1.4	App:	Day Land: 3	Night Land:	Intercept:	Hold:

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Governor Palmyre	Gov	1 2 3 4 5 6
2	Betsy Palmyre		1 2 3 4 5 6
3	Andrea Trautnick		1 2 3 4 5 6
4	Drew Walkey		1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem: B () D (circle all that apply)	Lodging:		=
Coordinator's Signature:	Total Amount Due:		=

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	BIS	232		GRK	80	
	FAR	50				

Please Remit Payment To: Financial Management Div., NDDOT

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N202ND		Scheduled Departure Date 2 Dec 16		Scheduled Departure Time 0730	
	Departure		Arrival		Hour Meter		Hours Flown
Leg	Time	Location	Time	Location	Begin	End	
1	0730	BIS	0815	FAR	921.4	922.1	.7
2	1015	FAR	1120	Minot	922.1	923.0	.9
3	1215	MOT	1240	BIS	923.0	923.3	.3
4	1230	BIS	1335	GFK	923.3	924.1	.8
5	1610	GFK	1635	Casselman	924.1	924.4	0.3
6	1640	SNB	1730	BIS	924.4	925.2	0.8
7							
8							
					Total Hours		3.8

Pilot: DL	Hours: 2.0	App: 163100 35% 151200 65%	Day Land 3	Night Land	Intercept 3	Hold
Pilot: SF	Hours: 1.8	App: 16536	Day Land 3	Night Land	Intercept 2	Hold

Passenger List	Agency/Department/Division	Check Legs Flown
		1 2 3 4 5 6 7 8
1 Grant Levi	DOT	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 Ben Henke	↓	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3 Gov	Gov office	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4 Bonnie Storbekken	Judicial System	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5 Jerry Vandewal	↓	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6 Dale Sandstrom	↓	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7 Carol Kapsner	↓	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8 Dan Brothers	↓	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9 Lizzy McElwain	↓	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	BIS	202		MOT	50	

Please Remit Payment To: Financial Management Division, NDDOT
GFK 80

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilot's Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air	Tail Number N202ND	Scheduled Departure Date 11 Dec 2016	Scheduled Departure Time 1050
Departure		Arrival	
Leg	Time	Location	Time
1	1110	Bismarck	1155
2	1200	Casselton	1235
3	1500	Devils Lake	1530
4	1535	Casselton	1625
5			
6			
7			
8			
Total Hours			2.5

Pilot: JH	Hours: 1.5	App:	Day Land 2	Night Land	Intercept	Hold
Pilot: DV	Hours: 1.2	App: 5N816PS	Day Land 2	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	General Dorman	ND Guard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Senator Hecken	US Senate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Gov Delirymple	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Betsy Delirymple	V	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Heidi Heitcamp	ND US Senate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input checked="" type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	Big	180				

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: **King Air** Tail Number: **N200ND**

Scheduled Departure Time			Scheduled Departure Date		Flight Times		
0745			11/8/2017				
Leg	Departure		Arrival		Hour Meter		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	0745	GRN	0840	EFAR	339.2	346.3	0.6
2	0845	EFAR	1000	GRN	340.3	341.1	0.8
3	1000	GRN	1305	EFAR	341.1	342.7	0.6
4	1400	EFAR	1525	GRN	341.7	342.7	1.0
5							
6							
					Total Hours		3.0

Pilot: BF	Hours: 1.4	App: 1	Day Land: 2	Night Land:	Intercept:	Hold:
Pilot: JH	Hours: 1.6	App:	Day Land: 2	Night Land:	Intercept:	Hold:

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Donna Bergman	Gov	1 2 3 4 5 6
2	Justin Schultz	Gov	1 2 3 4 5 6
3			1 2 3 4 5 6
4			1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	B L D (circle all that apply)	Lodging:	=
Coordinator's Signature:	Total Amount Due: =		

Fuel Information	Location: GRN	Gallons: 288	Cost:	Location: GRN	Gallons: 158	Cost:
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Please Remit Payment To: **Financial Management Div., NDDOT**

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (8-2016)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N202ND		Scheduled Departure Date 8/26/07		Scheduled Departure Time 0730	
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin	End	
1	0730	KLS	0815	EPAD	960.7	961.3	0.6
2	0815	EPAD	0945	EGFK	961.3	961.6	0.3
3	1120	EGFK	1215	EPAD	961.6	962.0	0.4
4	1530	EPAD	1615	KLS	962.0	962.7	0.7
5					962.7	962.7	
6					961.9	962.7	0.8
7							
8							
Total Hours						2.0	

Pilot: BF	Hours: 1.1	App: ?	Day Land: 2	Night Land:	Intercept:	Hold:
Pilot: JH	Hours: 0.9	App:	Day Land: 2	Night Land:	Intercept:	Hold:

Passenger List	Agency/Department/Division	Check Legs Flown							
		1	2	3	4	5	6	7	8
1 Theresia Hersch	W band	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Danna French	band	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Justin Schultz	lower office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Erin Demoe	W band	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Doug Byrum	lower	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Katelyn Byrum	lower office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
		TOTAL AMOUNT DUE	=

Coordinator's Signature

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	EATL	100		EGFK	80	

Please Remit Payment To: Financial Management Division, NDDOT

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N202ND		Scheduled Departure Date 29-MAY-2017		Scheduled Departure Time 09:30	
Departure			Arrival		Hour Meter		Hours Flown
Leg	Time	Location	Time	Location	Begin	End	
1	0930	Bismarck	1010	WATFORD CITY	970.7	971.3	.6
2	1045	WATFORD CITY	1125	MANDAN	971.3	971.8	.5
3	1405	MANDAN	1445	WATFORD CITY	971.8	972.4	.6
4	1450	WATFORD CITY	1525	BISMARCK	972.4	972.9	.5
5							
6							
7							
8							
Total Hours							2.2

Pilot: SF	Hours: 1.1	App:	Day Land 2	Night Land	Intercept	Hold
Pilot: DV	Hours: 1.1	App:	Day Land 2	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	BRENT SANFORD	GOV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<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			<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			<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			<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			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input checked="" type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	BIS	155		Y19	50	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilot's Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 08-2008)

Reference Document Number
AM

Aircraft Identification

Type: **King Air** Tail Number: **N200ND**

Scheduled Departure Time 1430		Scheduled Departure Date 5-30-17		Flight Times			
Leg	Departure		Arrival		Hour Meter		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	0745	BFS	1530	\$25	3735	3740	0.5
2	1605	QAT	1710	PAR PAR	3741.2	3742.0	1.0
3	1740	PAR	1830	PIS	3742.0	3757	0.7
4							
5							
6							
Total Hours							2.2

Pilot: BF	Hours: 1.5	App:	Day Land: 2	Night Land:	Intercept:	Hold:
Pilot: PL	Hours: 0.7	App:	Day Land:	Night Land:	Intercept:	Hold:

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Robert May, Jr	H.P.	0 3 4 5 6
2	Grant Salfer	Ch. Gov	1 0 3 4 5 6
3			1 2 3 4 5 6
4			1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	B L D (circle all that apply)	Lodging:	=
Coordinator's Signature:		Total Amount Due:	=

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
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Please Remit Payment To: **Financial Management Div., NDDOT**

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N202ND		Scheduled Departure Date 6/7/2017		Scheduled Departure Time 1900	
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin	End	
1	1400	BIS	1440	RDL	976.1	976.6	6.5
2	1515	RDL	1540	KFAR	976.6	977.1	.5
3	1645	KFAR	1740	KBY	977.1	977.8	.7
4							
5							
6							
7							
8							
Total Hours						6.7	

Pilot: BF	Hours: .7	App:	Day Land 1	Night Land	Intercept	Hold
Pilot: SF	Hours: 1.0	App:	Day Land 2	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Don Buehner	Gov	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Kathleen Buehner	Gov office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Jodi Harker	Gov office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Jackie Harker	Gov office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Heidi Treanor	Gov office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Levi Decker	Gov office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Tara Buehner	Gov office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
		TOTAL AMOUNT DUE	=
Coordinator's Signature			

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	BIS	96		KFAR	50	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilot's Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N202ND		Scheduled Departure Date 25 JUNE 2017		Scheduled Departure Time 0845	
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin	End	
1	0850	BISMARCK	0930	FARGO	986.0	981.7	.7
2	1105	FARGO	14:15	KALISPELL, MT	981.7	984.9	3.2
3							
4							
5							
6							
7							
8							
Total Hours						3.9	

Pilot: JH	Hours: .7	App:	Day Land	Night Land	Intercept	Hold
Pilot: DK	Hours: 3.2	App:	Day Land	Night Land	Intercept	Hold

Passenger List		Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Gov Burgum	Gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Kathryn Burgum		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Falke Jodee Hanson		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<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			<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			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location BIS	Gallons 222	Cost	Location FAR	Gallons 50	Cost
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Please Remit Payment To: **Financial Management Division, NDDOT**

Journal Number

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: King Air		Tail Number: N200ND					
Scheduled Departure Time 0730		Scheduled Departure Date 20 JULY 2017					
Leg	Departure		Arrival		Flight Times		Hours Flown
	Time	Location	Time	Location	Hour Meter Begin	Hour Meter End	
1	0745	Bismarck	0820	FAR	406.8	407.5	.7
2	0930	FAR	1045	Ward City	407.5	408.7	1.2
3	1200	S25	1230	BE6	408.7	409.1	0.4
4	1515	BE6	1555	S25	409.1	409.7	.6
5	1600	S25	1650	FAR	409.7	410.6	.9
6	1710	FAR	1805	BE6	410.6	411.4	.8
Total Hours							4.6

Pilot: SF	Hours: 2.3	App:	Day Land 3	Night Land	Intercept	Hold
Pilot: PR	Hours: 2.3	App:	Day Land 3	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Bob Fode	POT	1 2 3 4 5 6
2	Jon Ketterling		1 2 3 4 5 6
3	Jason Thorenson		1 2 3 4 5 6
4	Gary Doerr		1 2 3 4 5 6
5	Nancy Huether		1 2 3 4 5 6
6	Paul Benning		1 2 3 4 5 6
7	LT. Gov Sanford	Gov	1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem: (B) (1) (D) (circle all that apply)	Lodging:		=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location: BE6	Gallons: 90	Cost:	Location: FAR	Gallons: 50	Cost:
	S25	246		FAR	50	
Please Remit Payment To: Financial Management Div., NDDOT			Journal Number			

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix A – Commuting Flights

Bismarck Air Medical, LLC.

INVOICE

July 26, 2017

P.O. Box 974
Mandan, ND 58554
701-255-0812

INVOICE #

17-2

Bill To:
NDDOT

For:
CHARTER SERVICES

431 BG

Date of Service	Passenger	Destination	Department	Flight Hours	Hold Hrs	COST
7/21/2017	Sanford, et al	Far	Governor	3.1	6.4	
	Second in Command					\$450.00
	Airport Facility Fee					\$0.00
Subtotals:				3.1	6.4	
				\$3,875.00	\$320.00	

Total Due

\$4,195.00

Make all checks payable to: Bismarck Air Medical

THANK YOU FOR YOUR BUSINESS!

Appendix A – Commuting Flights

Title	ND DOT
Time of Departure	7/21/2017 8:25
Where are we going?	S25-Rolla,JS/JR
Request a plane option	431BG, King Air
Passenger #1	Lt Gov Brent Sanford
Passenger #1 Weight	████
Passenger #2	Robert Becklund
Passenger #2 Weight	████
Passenger #3	Terry Steinwand
Passenger #3 Weight	████
Passenger #4	Melissa Baker
Passenger #4 Weight	████
Passenger #5	Kelly Ivahnenko
Passenger #5 Weight	████
Passenger #6	
Passenger #6 Weight	
Passenger #7	
Passenger #7 Weight	
Equipment List	

Equipment Weight	
Other Charter Business	Sanford picked up and dropped off in S25
Time of Return	7/21/2017 16:30
Contact person & phone number	Mike Huelsman 701-214-7722
Total Weight	890
Total number of passengers	5
Destination	S25-Rolla,JS/JR
Estimated Cost of Flight	No

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: King Air Tail Number: N200ND

Scheduled Departure Time		Scheduled Departure Date		Flight Times			
0815 / 1800		8-7-2017		Hour Meter			Hours Flown
Leg	Time	Location	Time	Location	Begin	End	
1	0900	BIS	0945	FAR	416.7	417.3	.6
2	1000	FAR	1040	BIS	417.3	418.0	.7
3	1815	BIS	1845	3P3	418.0	418.4	.4
4	2220	3P3	2245	BIS	418.4	418.7	.3
5							
6							
Total Hours							2.0

Pilot: JH	Hours: 1.7	App:	Day Land: 3	Night Land:	Intercept:	Hold:
Pilot: MT	Hours:	App:	Day Land:	Night Land:	Intercept:	Hold:
CS	+3		1			

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Doug Burgum	Gov	1 2 3 4 5 6
2	Doug Goehring	Ag Comm.	1 2 3 4 5 6
3	Cassandra Terstenson	Gov	1 2 3 4 5 6
4	Mik Nowatzi	Gov	1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem	B L D (circle all that apply)	Lodging:	=
Coordinator's Signature:		Total Amount Due:	=

Fuel Information	Location: EATC	Gallons: 11.6	Cost:	Location:	Gallons:	Cost:
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Please Remit Payment To: Financial Management Div., NDDOT

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 06-2006)

Reference Document Number
AM

Aircraft Identification

Type: King Air Tail Number: N200ND

Scheduled Departure Time			Scheduled Departure Date		Flight Times			
1230			09 Sept 2017					
Leg	Departure		Arrival		Hour Meter		Hours Flown	
	Time	Location	Time	Location	Begin	End		
1	1215	BFS	1245	Wattford City	437.4	437.8	0.4 D	
2	1345	Wattford City	1445	GFK	437.8	438.7	0.9 D	
3	2000	GFK	2110	Wattford City	438.7	439.7	1.0 S	
4	2115	Wattford City	2150	BFS	439.7	440.2	0.5 S	
5								
6								
					Total Hours		2.8	

Pilot: JH	Hours: 1.5	App:	Day Land	Night Land	2	Intercept	Hold
Pilot: PK	Hours: 1.3	App:	Day Land	Night Land	2	Intercept	Hold

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Breat Sanford	Gov	1 2 3 4 5 8
2	Sandi Sanford		1 2 3 4 5 6
3	Nicole Sanford		1 2 3 4 5 6
4	Erin Sanford		1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	B L (Circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location: BFS	Gallons: 400	Cost:	Location: GFK	Gallons: 80	Cost:
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Please Remit Payment To: Financial Management Div., NDDOT

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilot's Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air	Tail Number N202ND		Scheduled Departure Date 15 Sept 2017		Scheduled Departure Time 12 50		
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin		End
1	1255	BFS	1345	FAR	1025.0	1025.7	.7
2	1315	FAR	1455	JMS	1025.7	1026.3	0.6
3	1415	JMS	1640	FAR	1026.3	1026.7	.4
4	1740	FAR	1855	BFS	1026.7	1027.8	1.1
5							
6							
7							
8							
						Total Hours	2.8

Pilot: JH	Hours: 1.3	App: JMS 10/10/17	Day Land 2	Night Land	Intercept 2	Hold
Pilot: DV	Hours: 1.5	App: GRS 3/15/17	Day Land 2	Night Land	Intercept 2	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Gov Burgum	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Legislative	Leg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Steve Johnson	HP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<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			<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			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input type="checkbox"/> L <input checked="" type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location BFS	Gallons 100	Cost	Location JMS	Gallons 259	Cost
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Please Remit Payment To: Financial Management Division, NDDOT FAX 701-328-7000 Journal Number 70

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (8-2016)

Reference Document Number

Aircraft Identification

Type King Air	Tail Number N202ND		Scheduled Departure Date 20 Sep 17		Scheduled Departure Time 1015		
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin	End	
1	1015	BIS	1055	S25	1027.8	1028.4	-6
2	1125	S25	1230	FAR	1028.4	1029.4	1.0
3	1830	FAR	1950	S25	1029.4	1030.6	1.2
4	2000	S25	2035	BIS	1030.6	1031.1	.5
5							
6							
7							
8							
Total Hours						3.3	

Pilot: FA	Hours: 3.3	App:	Day Land 4	Night Land	Intercept	Hold
Pilot: SF	Hours:	App:	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Brent Sanford	Gov office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Levi Bachmeier	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<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			<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			<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			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location BIS	Gallons 212	Cost	Location FAR	Gallons 50	Cost
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Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix A – Commuting Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2018)

Reference Document Number

Aircraft Identification

Type King Air	Tail Number N200ND		Scheduled Departure Date 11-20-17		Scheduled Departure Time 0655		
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin		End
1	0700	BFS	0735	FAR	491.4	491.9	.5
2	0805	FAR	0835	GAF	491.9	492.4	.5
3	1505	GAF	1530	DSS	492.4	492.7	.3
4	2005	DSS	2040	FAR	492.7	493.2	.5
5	2100	FAR	2210	BFS	493.2	494.2	1.0
6							
7							
8							
Total Hours						2.8	

Pilot: SH	Hours: 1.3	App:	Day Land 3	Night Land	Intercept	Hold
Pilot: SF	Hours: 1.5	App:	Day Land	Night Land 2	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Rikki Roehrich	Commerce	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Kylee Merkel	BND	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Jace Bechler	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Steve Johnson	HP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Mark Staples	Gov	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Doug Burgum	Governor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE		=	
Coordinator's Signature			

Fuel Information	Location GATL	Gallons 169	Cost	Location FAR	Gallons 50	Cost
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Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: King Air Tail Number: N200ND

Scheduled Departure Time			Scheduled Departure Date		Flight Times		
09:30			21 Apr 2016				
Leg	Departure		Arrival		Hour Meter		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	0945	Bismarck	1030	Fargo	252.4	253.1	.7
2	1740	Fargo	1825	Bismarck	253.1	253.9	0.8
3							
4							
5							
6							
					Total Hours		1.5

Pilot: SF	Hours: 0.8	App:	Day Land /	Night Land	Intercept	Hold
Pilot: DK	Hours: .7	App:	Day Land /	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Prem Wrigley	Gov	1 2 3 4 5 6
2	Eloria Wrigley		1 2 3 4 5 6
3			1 2 3 4 5 6
4			1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem: B (circle all that apply)	Lodging:		=
Coordinator's Signature:	Total Amount Due: =		

Fuel Information	Location: DR	Gallons: 50	Cost:	Location:	Gallons:	Cost:
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Please Remit Payment To: Financial Management Div., NDDOT

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: King Air Tail Number: N200ND

Scheduled Departure Time			Scheduled Departure Date		Flight Times		
1630			20 Sep 16				
Leg	Time	Location	Time	Location	Hour Meter	Hours Flown	
					Begin	End	
1	0430	BOBIS	01700	M'not	301.6	302.0	.4
2	2130	MOT	2005	BIS	302.0	302.5	.5
3	2215	BES	2230	BES	302.5	302.6	.1
4							
5							
6							
Night currency					Total Hours		1.0

Pilot: JH	Hours: .9	App:	Day Land	Night Land	Intercept	Hold
Pilot: SF	Hours: .1	App:	Day Land	Night Land 3	Intercept	Hold

Passenger List		Agency/Department/Division	Circle Legs Flown
1	Gov	Gov office	1 2 3 4 5 6
2	Betsy		1 2 3 4 5 6
3	Ben Ranscherbolger		1 2 3 4 5 6
4	Ryan	Tax	1 2 3 4 5 6
5	Laure		1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges	Hourly Rate	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	B L (circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location: MOT	Gallons: 50	Cost:	Location:	Gallons:	Cost:
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Please Remit Payment To: Financial Management Div., NDDOT

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilot's Office

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: *King Air* Tail Number: *N200ND*

Scheduled Departure Time			Scheduled Departure Date		Flight Times		
1100			9-23-16				
Leg	Departure		Arrival		Hour Meter		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	1105	Bismarck		Wentford City	302.6		
2		Wentford City	1130	Bismarck		304.0	1.4
3							
4							
5	Did Not land in Wentford City						
6	Due to weather						
					Total Hours		1.4

Pilot: <i>SF</i>	Hours: <i>1.4</i>	App: <i>BT & JLE</i>	Day Land: <i>1</i>	Night Land:	Intercept: <i>1</i>	Hold:
Pilot: <i>RV</i>	Hours:	App:	Day Land:	Night Land:	Intercept:	Hold:

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	<i>Ron Rauchenberger</i>	<i>Gov</i>	<i>1</i> 2 3 4 5 6
2	<i>Laurie "</i>	<i>?</i>	<i>1</i> 2 3 4 5 6
3	<i>Ryan "</i>	<i>TAX</i>	<i>1</i> 2 3 4 5 6
4	<i>Pam Sharp</i>	<i>OMB</i>	<i>1</i> 2 3 4 5 6
5	<i>Julia Fedorchak</i>	<i>PTC</i>	<i>1</i> 2 3 4 5 6
6	<i>Eric Hardmeyer</i>	<i>BND</i>	<i>1</i> 2 3 4 5 6
7	<i>Kirsten Baessler</i>	<i>Public Eng.</i>	<i>1</i> 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	<i>B</i> <i>CD</i> (circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	<i>EATC</i>	<i>120</i>				

Please Remit Payment To: *Financial Management Div., NDDOT*

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: King Air		Tail Number: N200ND					
Scheduled Departure Time: 1310		Scheduled Departure Date: 10-21-2016					
Leg	Departure		Arrival		Flight Times		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	1340	GRS	1420	GRS	322.4	322.4	1.4
2	2245	GRS	2330	GRS	322.4	323.2	1.8
3							
4							
5							
6							
Total Hours							1.4

Pilot: BF	Hours: .6	App:	Day Land	Night Land	Intercept	Hold
Pilot: JH	Hours: .8	App:	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Jade Bulky	GRS	1 2 3 4 5 6
2	Betsy Bulky	GRS	1 2 3 4 5 6
3	Ben Bulky	GRS	1 2 3 4 5 6
4	Lewis Bulky	GRS	1 2 3 4 5 6
5	Ben Bulky	GRS	1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	B L (D circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location: GRS	Gallons: 86	Cost:	Location: GRS	Gallons: 86	Cost:
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Please Remit Payment To: **Financial Management Div., NDDOT**

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: King Air Tail Number: N200ND

Scheduled Departure Time			Scheduled Departure Date		Flight Times		
Leg	Departure		Arrival		Hour Meter		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	0700	LAR	0825	LAR	337.8	338.9	0.6
2	1215	LAR	1330	LBU	338.9	339.3	0.4
3							
4							
5							
6							
Total Hours							1.0

Pilot: BL	Hours: .6	App:	Day Land	Night Land	Intercept	Hold
Pilot: JH	Hours: .4	App:	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Donna Bergman	Gen. Atty.	1 2 3 4 5 6
2	Kathleen Bergman	Gen. Atty.	1 2 3 4 5 6
3	Paula Bergman	Gen. Atty.	1 2 3 4 5 6
4	Keitha Skowron	Gen. Atty.	1 2 3 4 5 6
5	Todd Huser	Gen. Atty.	1 2 3 4 5 6
6	Tasha Bergman	Gen. Atty.	1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem: B L D (circle all that apply)	Lodging:		=
Coordinator's Signature:		Total Amount Due:	=

Fuel Information	Location: LAR	Gallons: 70	Cost:	Location: LAR	Gallons: 70	Cost:
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Please Remit Payment To: Financial Management Div., NDDOT

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N202ND		Scheduled Departure Date 6/7/2017		Scheduled Departure Time 1900	
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin	End	
1	1405	BIS	1410	BDL	976.1	976.6	6.5
2	1515	BDL	1540	KFAR	976.6	977.1	.5
3	1645	KFAR	1740	BIS	977.1	977.8	.7
4							
5							
6							
7							
8							
Total Hours						6.7	

Pilot: <u>BF</u>	Hours: <u>.7</u>	App:	Day Land <u>1</u>	Night Land	Intercept	Hold
Pilot: <u>GF</u>	Hours: <u>1.0</u>	App:	Day Land <u>2</u>	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	<u>Don Dugan</u>	<u>Gov</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<u>Kathryn Dugan</u>	<u>Gov office</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<u>Jodi Hester</u>	<u>Gov office</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Jodi Hester</u>	<u>Gov office</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<u>Hildi Trank</u>	<u>Gov office</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<u>Levi Dugan</u>	<u>Gov office</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<u>Levi Dugan</u>	<u>Gov office</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> O	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	<u>BIS</u>	<u>96</u>		<u>KFAR</u>	<u>50</u>	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N202ND		Scheduled Departure Date 07 July 2017		Scheduled Departure Time 1330	
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin	End	
1	1410	BIS	1455	FAR	990.8	990.8	0.7
2	1530	FAR	1615	BIS	990.8	991.5	0.7
3							
4							
5							
6							
7							
8							
Total Hours						1.4	

Pilot: JH	Hours: 0.7	App:	Day Land	Night Land	Intercept	Hold
Pilot: PR	Hours: 0.7	App:	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Gov Burgum	Gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Kristie Skunberg	↓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Kathy Horbacher		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<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			<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			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Delding Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	EATC	121		FAR	50	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N202ND		Scheduled Departure Date 12 Jul 17		Scheduled Departure Time 0900	
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin	End	
1	0925	BIS	0945	Baileh	994.4	994.7	.3
2	1000	Baileh	1030	BIS	994.7	995.0	.3
3	1110	BIS	1140	Hazen	995.0	995.3	.3
4	1315	Hazen	1400	Fargo	995.3	996.1	.8
5	1710	Fargo	2000	Rochester, NY	996.1	998.8	2.7
6	2030	Rochester	2140	Pawtucket, RI	998.8	999.9	1.1
7							
8							
Total Hours						5.5	

Pilot: <u>DL</u>	Hours: <u>5.5</u>	App: <u>RSC</u>	Day Land: <u>5</u>	Night Land: <u>1</u>	Intercept: <u>1</u>	Hold: <u>1</u>
Pilot: <u>SF</u>	Hours: <u>1</u>	App: <u>SF</u>	Day Land: <u>1</u>	Night Land: <u>1</u>	Intercept: <u>1</u>	Hold: <u>1</u>

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Gov.	Gov. office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Mike Nowatzki	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Doug Coehring	ND AG Commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Jadea Hansen	Gov. office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Jodi Uecker	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Kathryn Burgum	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Jessa Burgum	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Cassandra Tolstason	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Rabbie Lauf	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=

Coordinator's Signature

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	BIS	110		FAR	204	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division		Project Number	Activity ID
RSC 224			

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix B – Non-State Personnel



Executive Air Taxi
 2301 University Dr Building #1852-48
 PO Box 2273
 Bismarck, ND 58502
 701-258-5024
 www.executive-air.com

Sold To: DEPT. OF TRANSPORTATION
 838 E BOULEVARD
 BISMARCK, ND 58505

Invoice: FW17-173433
 Account #: ND HIGH
 Ship To: DEPT. OF TRANSPORTATION

7/22/2017
 4:08PM

Sales Person: Jham-Ham

Line#	Type	Item/Description	Cr?	Aircraft	Quantity	Units	List Price	Disc	Unit Price	Extended
1	Chrt	Charter, Quote: 1072		N100KG	1.0	Trip	4,573.05		4,573.05	4,573.05
		Hobbs Out: 916.6 In: 918.6								
		Trip Date: 7/22/2017								
		1 From: Bismarck Muni		Bismarck, ND						
		To: Jamestown Rgnl		Jamestown, ND						
		2 From: Jamestown Rgnl		Jamestown, ND						
		To: Minot Inl		Minot, ND						
		3 From: Minot Inl		Minot, ND						
		To: Bismarck Muni		Bismarck, ND						
		Aircraft Charges					3,750.00			
		Additional Crew Charges					450.00			
		FET					319.05			
		STATE USE FEE					64.00			
		PILOT: KEVIN COST								
		PASSENGERS:								
		GOVERNOR BURGUM								
		1ST LADY								
		DAUGHTER								
2	Rev	4131.200		N48CV	1.0	Each	0.00		0.00	N/C
		Sales - Charter Income-Customer-FW								
		1 HOUR OF FLIGHT TIME WAS ADDED TO THE INVOICE FOR HAVING TO RE-PO AIRCRAFT TO AND FROM BISMARCK FROM MINOT.								
		Charter Taxes/Fees: 319.05								
		Terms: Net 30 Days								
							Subtotal:			4,573.05
							Total Due			4,573.05
		<p>Thank you for your business. Like us on Facebook!</p> <p>Please send payment within 15 days of receiving this invoice. A finance charge of 1.5% (18% Annual) will be added to invoices not paid within 15 days of invoice date.</p> <p>RECEIVED AUG 6 2 2017 FINANCE DIVISION</p>								

Printed: 7/31/2017

Page: 1

Appendix B – Non-State Personnel

Bismarck Air Medical, LLC.

INVOICE

July 26, 2017

P.O. Box 974
Mandan, ND 58554
701-255-0812

INVOICE #

17-3

Bill To:
NDDOT

For:
CHARTER SERVICES

431 BG

Date of Service	Passenger	Destination	Department	Flight Hours	Hold Hrs	COST
7/22/2017	Burgum, et al	bis-mot-far-his	Governor	2.3	0	
Second in Command						\$450.00
Airport Facility Fee						\$0.00
				2.3	0	
				\$2,875.00	\$0.00	

Subtotals:

Total Due

\$3,325.00

Make all checks payable to: Bismarck Air Medical

THANK YOU FOR YOUR BUSINESS!

State Auditor Note:
Passengers – Governor Burgum, First Lady, and Daughter

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type	King Air		Tail Number:	N200ND			
Scheduled Departure Time	1100		Scheduled Departure Date	08/31/2007			
Flight Times							
Leg	Departure		Arrival		Hour Meter	Hours Flown	
	Time	Location	Time	Location	Begin		End
1	1200	FTW	1240	ETW	425.1	425.7	0.6
2	0800	ETW	0915	FTW	425.7	426.5	0.8
3	0000						
4							
5							
6							
Total Hours							1.4

Pilot:	BF	Hours:	1.4	App:		Day Land	1	Night Land		Intercept		Hold	
Pilot:	JIT	Hours:		App:		Day Land		Night Land		Intercept		Hold	

	Passenger List	Agency/Department/Division	Circle	Legs Flown
1	Brent Sanford	Lt Gov	023	4 5 6
2	Scoti Sanford	Lt Gov office	1	03 4 5 6
3	Mike Kolratzki	Gov off.	023	4 5 6
4	Kevin Hultzer	Brink ND	1	03 4 5 6
5			1	2 3 4 5 6
6			1	2 3 4 5 6
7			1	2 3 4 5 6
8			1	2 3 4 5 6
9			1	2 3 4 5 6
10			1	2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	B L D (circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	FTW	90		ETW	187	

Please Remit Payment To: **Financial Management Div., NDDOT**

Journal Number:

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N202ND		Scheduled Departure Date 05 Sept 2017		Scheduled Departure Time 0800	
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin	End	
1	0900	BIS	0945	FAR	1019.0	1019.7	.7
2	1245	FAR	1340	BIS	1019.7	1020.4	.7
3							
4							
5							
6							
7							
8							
Total Hours						1.4	

Pilot: JH	Hours: .7	Asp:	Day Land 1	Night Land	Intercept	Hold
Pilot: PV	Hours: .7	Asp:	Day Land 1	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Chris Jones	Health	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Pam Segness	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Mylynn Tufte	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Governor Burson	Gov	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Kathryn Burson	↓	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Robbie Lauf	Gov	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Ann Kumm		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Robert Nayle	HP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input checked="" type="checkbox"/> D <input type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	BIS	138		FAR	50	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilot's Office

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 08-2008)

Reference Document Number
AM

Aircraft Identification

Type: King Air Tail Number: N200ND

Scheduled Departure Time			Scheduled Departure Date		Flight Times		
1230			09 Sept 2017				
Leg	Departure		Arrival		Hour Meter		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	1215	BFS	1245	Wattford City	437.4	437.8	0.4
2	1345	Wattford City	1445	GFK	437.8	438.7	0.9
3	2000	GFK	2110	Wattford City	438.7	439.7	1.0
4	2115	Wattford City	2150	BFS	439.7	440.2	0.5
5							
6							
					Total Hours		2.8

Pilot: JH	Hours: 1.5	App:	Day Land	Night Land	Intercept	Hold
Pilot: PK	Hours: 1.3	App:	Day Land	Night Land	Intercept	Hold

Passenger List		Agency/Department/Division	Circle Legs Flown
1	Brent Sanford	Gov ↓	1 2 3 4 5 6
2	Sandi Sanford		1 2 3 4 5 6
3	Nicolae Sanford		1 2 3 4 5 6
4	Erin Sanford		1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem: B L (Circle all that apply)	Lodging:		=
Coordinator's Signature:	Total Amount Due: =		

Fuel Information	Location: BFS	Gallons: 400	Cost:	Location: GFK	Gallons: 80	Cost:
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Please Remit Payment To: Financial Management Div., NDDOT

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N202ND		Scheduled Departure Date 8/26/17		Scheduled Departure Time 1630	
Leg	Departure		Arrival		Hour Meter		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	1250	KBU	050	MOT	1032.5	1033.0	0.5
2	1010	KBU	1040	KBU	1033.0	1033.5	0.1
3							
4							
5							
6							
7							
8							
Total Hours						0.9	

Pilot: BF	Hours: 0.9	App:	Day Land	Night Land	Intercept	Hold
Pilot: JH	Hours:	App:	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Deleg. Rep.	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Deleg. Rep.	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Deleg. Rep.	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Deleg. Rep.	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Deleg. Rep.	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=

Coordinator's Signature

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	MOT	70		ETC	173	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix B – Non-State Personnel

AIRCRAFT MANIFEST AND TRIP INVOICE
North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N202ND		Scheduled Departure Date 1-20-18		Scheduled Departure Time 0900	
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin	End	
1	0915	BJS	1000	FAR	1073.1	1073.7	.6
2	1345	FAR	1130	BJS	1073.7	1074.5	.8
3							
4							
5							
6							
7							
8							
Total Hours						1.4	

Pilot: JH	Hours: 1.4	App:	Day Land: 2	Night Land:	Intercept:	Hold:
Pilot: CH	Hours:	App:	Day Land:	Night Land:	Intercept:	Hold:

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Gov Burgum	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Doug Goehring	Ag	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Wayne Stenehjem	Attorney General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Beth	"	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Chief Justice Vardenholle	Judiciary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Ryan Rauschenberger	Tax	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Al Jaeger	AG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input checked="" type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=

Coordinator's Signature

Location	Gallons	Cost	Location	Gallons	Cost
EATC	150		FAR	50	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project Number	Activity ID

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix C – Out of State Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SF N 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: King Air		Tail Number: N200ND					
Scheduled Departure Time 1345		Scheduled Departure Date 07 JUNE 2017					
Leg	Departure		Arrival		Flight Times		Hours Flown
	Time	Location	Time	Location	Hour Meter Begin	Hour Meter End	
1	1345	BISMARCK	1420	DEVILS LAKE	383.5	384.1	0.6
2	1620	DEVILS LAKE	1745	IAD	384.1	388.1	4.0
3							
4							
5							
6							
Total Hours							4.6

Pilot: JH	Hours: 4.6	App:	Day Land: 2	Night Land:	Intercept:	Hold:
Pilot: DK	Hours:	App:	Day Land:	Night Land:	Intercept:	Hold:

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	BRENT SANFORD	GOV	1 2 3 4 5 6
2	MIKE NOWATZKI	↓	1 2 3 4 5 6
3			1 2 3 4 5 6
4			1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	B L D (circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location: BIS	Gallons: 311	Cost:	Location: DEL	Gallons: 149	Cost:
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Please Remit Payment To: **Financial Management Div., NDDOT**

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID
June 7 th & 8 th see next page		

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix C – Out of State Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (8-2016)

Reference Document Number

Aircraft Identification

Type King Air	Tail Number N202ND		Scheduled Departure Date 25 JUNE 2017		Scheduled Departure Time 0845		
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin		End
1	0830	BISMARCK	0930	FARGO	986.0	981.7	.7
2	1105	FARGO	14:15	KALISPELL, MT	981.7	984.9	3.2
3							
4							
5							
6							
7							
8							
Total Hours						3.9	

Pilot: JH	Hours: .7	App:	Day Land	Night Land	Intercept	Hold
Pilot: DV	Hours: 3.2	App:	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Gov Burgum	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Kathryn Burgum	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Jade Jodee Hanson		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<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			<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			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	BIS	722		FAR	50	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project	June 25 th to June 28 th see next page

White - Agency

Yellow - Maintenance

Pink - Pilot's Office

Appendix C – Out of State Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (8-2016)

Reference Document Number

Aircraft Identification

Type King Air	Tail Number N202ND		Scheduled Departure Date 28-JUNE-2017		Scheduled Departure Time 1230		
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin		End
1	1245	Kalispell, MT	1430	Bismarck	9849	9866	1.7
2							
3							
4							
5							
6							
7							
8							
Total Hours							1.7

Pilot: JH	Hours: 1.7	App:	Day Land 1	Night Land	Intercept	Hold
Pilot: PV	Hours:	App:	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Kathryn Burzum	Gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Kathryn Burzum	Gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Tedee Hansen	Gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<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			<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			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
		TOTAL AMOUNT DUE	=

Coordinator's Signature

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	GPI	206				

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project	Trip Cost - \$12,213
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White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix C – Out of State Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air	Tail Number N202ND		Scheduled Departure Date 12 Jul 17		Scheduled Departure Time 0900	
Departure		Arrival		Hour Meter		Hours Flown
Leg	Time	Location	Time	Location	Begin	End
1	0925	BIS	0945	Bauleh	994.4	994.7
2	1000	Bauleh	1030	BIS	994.7	995.0
3	1110	BIS	1140	Hazen	995.0	995.3
4	1315	Hazen	1400	Fargo	995.3	996.3
5	1710	Fargo	2000	Rochester, NY	996.1	998.8
6	2030	Rochester	2140	Providence, RI	998.8	999.9
7						
8						
Total Hours						5.5

Pilot: DV	Hours: 5.5	App: R336 FAR	Day Land: 5	Night Land: 1	Intercept:	Hold:
Pilot: SF	Hours:	App:	Day Land:	Night Land:	Intercept:	Hold:

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Gov.	Gov office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Mike Novatzki	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Doug Goehring	ND AG Commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Jedee Hansen	Gov office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Jodi Macken	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Kathryn Burgum	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Jesse Burgum	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Cassandra Tolsteevson	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Robbie Lauf	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	BIS	110		FAR	204	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project	July 12 th to July 16 th see next page

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix C – Out of State Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air	Tail Number N202ND		Scheduled Departure Date 16 JULY 2017		Scheduled Departure Time 1730		
	Departure		Arrival		Hour Meter		Hours Flown
Leg	Time	Location	Time	Location	Begin	End	
1	1730	PROVIDENCE RF	2030	TRAMER CITY ME	9998	10025	2.6
2	2100	TVC	2310	BIG	1002.5	10055	3.0
3							
4							
5							
6							
7							
8							
						Total Hours	5.6

Pilot: <i>SF</i>	Hours: <i>5.6</i>	App:	Day Land <i>1</i>	Night Land <i>1</i>	Intercept	Hold
Pilot: <i>DV</i>	Hours:	App:	Day Land	Night Land	Intercept	Hold

[illegible]

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> D	Lodging	=
	TOTAL AMOUNT DUE		=

Coordinator's Signature _____

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	PVP	1160		TVC	281	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project	Trip Cost - \$21,817

White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix C – Out of State Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: King Air		Tail Number: N200ND					
Scheduled Departure Time: 1800		Scheduled Departure Date: 6 Sep 17					
Leg	Departure		Arrival		Flight Times		Hours Flown
	Time	Location	Time	Location	Hour Meter Begin	Hour Meter End	
1	1925	DLJ	0025	McHenry, IL	428.0	431.8	3.8
2				Rollins			
3							
4							
5							
6							
Total Hours							3.8

Pilot: JA	Hours: 3.8	App: 11.5 1 R 1 AD	Day Land	Night Land	Intercept	Hold
Pilot: SE	Hours:	App:	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Gov	Gov of ND	1 2 3 4 5 6
2	McHenry		1 2 3 4 5 6
3	Rollins Land		1 2 3 4 5 6
4			1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	B L/D (circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location: ND	Gallons: 282	Cost:	Location:	Gallons:	Cost:
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Please Remit Payment To: **Financial Management Div., NDDOT**

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID
Sept 6 th to Sept 8 th see next page		

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix C – Out of State Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2006)

Reference Document Number
AM

Aircraft Identification

Type: King Air		Tail Number: N200ND					
Scheduled Departure Time: 1500		Scheduled Departure Date: 9-7-17					
Leg	Departure		Arrival		Hour Meter		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	2015	EAD	2220	ATW	431.8	434.9	3.1
2	2240	ATW	130015	FAR	434.9	436.6	1.7
3	0625	FAR	0125	IDS	436.6	437.2	.6
4							
5							
6							
Total Hours							5.4

Pilot: SG	Hours: 5.4	App:	Day Land	Night Land: 3	Intercept	Hold
Pilot: JH	Hours:	App:	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Robbie Lauf	Gov	1 2 3 4 5 6
2			1 2 3 4 5 6
3			1 2 3 4 5 6
4			1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours:	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			
Pilot Charges:	Hourly Rate:	x Total Hours:	=
Pilot Per Diem:	B L D (circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location: EAD	Gallons: 900	Cost:	Location: ATW	Gallons: 167	Cost:
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Please Remit Payment To: **Financial Management Div., NDDOT**

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID
Trip Cost – \$14,939		

White - Agency

Yellow - MESD

Pink - Procs Office

Appendix C – Out of State Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (8-2016)

Reference Document Number

Aircraft Identification

Type King Air	Tail Number N202ND		Scheduled Departure Date 27 Sep 17		Scheduled Departure Time 1200	
Departure			Arrival		Hour Meter	
Leg	Time	Location	Time	Location	Begin	End
1	1215	BIS	1310	Denver, CO	1033.4	1035.3
2	1630	Denver	1915	BIS	1035.3	1037.0
3						
4						
5						
6						
7						
8						
Total Hours						3.6

Pilot: DL	Hours: 1.7	App:	Day Land	Night Land	Intercept	Hold
Pilot: SF	Hours: 1.9	App:	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Lt. Gov	Gov office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Len Bachmaier	↓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Scott Davis	ND Indian Affairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Dee Wald	Tax Dept	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<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			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Delding Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=

Coordinator's Signature

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	BIS	160		BTC	120	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project	Trip Cost - \$6,122
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White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix C – Out of State Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: King Air Tail Number: N200ND

Scheduled Departure Time			Scheduled Departure Date		Flight Times		
0700			9-28-17				
Leg	Departure		Arrival		Hour Meter		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	0800	BFS	0845	FAR	448.4	449.0	.6
2	0855	FAR	1315	FAR IAD	449.0	452.3	3.3
3		FAR		FAR			
4							
5							
6							
Total Hours							3.9

Pilot: JH	Hours: 3.9	App:	Day Land: 2	Night Land:	Intercept:	Hold:
Pilot: SE	Hours:	App:	Day Land:	Night Land:	Intercept:	Hold:

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Brent Sanford		1 2 3 4 5 6
2	Levi Bachmeier		1 2 3 4 5 6
3	Mario Anderson		1 2 3 4 5 6
4	Tim Sweetley		1 2 3 4 5 6
5	Greg Tehren		1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	B/C/D (circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location: EATC	Gallons: 230	Cost:	Location: FAR	Gallons:	Cost:
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Please Remit Payment To: Financial Management Div., NDDOT

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

Sept 28th to Sept 29th see next page

White - Agency

Yellow - MESD

Pink - Pilot's Office

Appendix C – Out of State Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: King Air		Tail Number: N200ND					
Scheduled Departure Time 1200		Scheduled Departure Date 9-29-17					
Leg	Departure		Arrival		Flight Times		Hours Flown
	Time	Location	Time	Location	Hour Meter Begin	Hour Meter End	
1	1300	EAD	1550	ATW	452.3	455.1	2.8
2	1600	ATW	1725	FATL	455.1	456.7	1.6
3	1745	GR	1830	3ES	456.7	457.4	.7
4							
5							
6							
Total Hours							5.1

Pilot: SF	Hours: 5.1	App:	Day Land: 3	Night Land:	Intercept:	Hold:
Pilot: JH	Hours:	App:	Day Land:	Night Land:	Intercept:	Hold:

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Bert Sanford	LA Gov	1 2 3 4 5 6
2	Lexi Bachmeier	Gov	1 2 3 4 5 6
3	Mich Flom	—	1 2 3 4 5 6
4	Greg Tenmen	—	1 2 3 4 5 6
5	Mark Hagerott	Univ Sys	1 2 3 4 5 6
6	Mark Anderson	—	1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	(Circle all that apply)		Lodging
Coordinator's Signature:			Total Amount Due:

Fuel Information	Location: EAD	Gallons: 314	Cost:	Location: FATL	Gallons: 100	Cost:
	ATW	270				
Please Remit Payment To			Financial Management Div., NDDOT		Journal Number	

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID
Trip Cost - \$14,802		

White - Agency

Yellow - MESD

Pink - Pilots Office

Appendix C – Out of State Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: King Air Tail Number: N200ND

Scheduled Departure Time			Scheduled Departure Date		Flight Times		
1200			10-3-17				
Leg	Departure		Arrival		Hour Meter		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	1215	BJS	1735	FAD	4574	4612	3.8
2							
3							
4							
5							
6							
					Total Hours		3.8

Pilot: JH	Hours: 3.8	App:	Day Land: 1	Night Land:	Intercept:	Hold:
Pilot: DV	Hours:	App:	Day Land:	Night Land:	Intercept:	Hold:

Passenger List		Agency/Department/Division	Circle Legs Flown
1	Jace Beukler	60V	① 2 3 4 5 6
2	Brent Sanford	W	① 2 3 4 5 6
3			1 2 3 4 5 6
4			1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem	B L D (circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due =

Fuel Information	Location: EATC	Gallons: 32.1	Cost:	Location:	Gallons:	Cost:
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Please Remit Payment To: Financial Management Div., NDDOT

Journal Number:

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID

Oct 3rd to Oct 4th see next page

White - Agency

Yellow - MESD

Pink - Picts Office

Appendix C – Out of State Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2015)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N200ND		Scheduled Departure Date 10-4-17		Scheduled Departure Time 1700	
	Departure		Arrival		Hour Meter		Hours Flown
Leg	Time	Location	Time	Location	Begin	End	
1	1900	IAD	2200	FAR	441.2	445.2	4.0
2	2220	FAR	2340	BFS	445.2	446.2	1.0
3							
4							
5							
6							
7							
8							
Total Hours						5.0	

Pilot: DU	Hours: 5.0	App:	Day Land	Night Land 2	Intercept	Hold
Pilot: JH	Hours:	App:	Day Land	Night Land	Intercept	Hold

	Passenger List:	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Brant Sanford	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Jace Beehler	+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<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			<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			<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			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	IAD	386		FAR	247	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project	Trip Cost - \$14,520
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White - Agency

Yellow - Maintenance

Pink - Pilots Office

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Aircraft Identification

Scheduled Departure Time			Scheduled Departure Date		Flight Times		
Leg	Departure		Arrival		Hour Meter		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	1345	Bismarck	1320	Pickinran	236.1	236.6	.5
2	1735	Pickinran	1900	Bismarck	236.6	237.0	0.4
3							
4							
5							
6							
					Total Hours		0.9

Pilot: <i>SE</i>	Hours: <i>0.4</i>	App: <i>B-2 404 13</i>	Day Land	Night Land	Intercept	Hold
Pilot: <i>811</i>	Hours: <i>.5</i>	App: <i>405 14</i>	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Betsy Dalexaplo	Gov	1 2 3 4 5 6
2	Sarah Johnson		1 2 3 4 5 6
3			1 2 3 4 5 6
4			1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	B L D (circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location	Gallons	Cost
	OK	EA	

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID
		Trip Cost - \$2,023

Pink - Pilots Office

Appendix D – First Lady Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2003)

Reference Document Number
AM

Aircraft Identification

Type: King Air			Tail Number: N200ND				
Scheduled Departure Time 0645			Scheduled Departure Date 9-9-16				
Flight Times							
Leg	Departure		Arrival		Hour Meter	Hours Flown	
	Time	Location	Time	Location	Begin		End
1	0645	BL	0715	MOT	299.3	299.7	.4
2	1430		1505	BIS		300.2	.5
3							
4							
5							
6							
					Total Hours		.9

Pilot: BF	Hours: .4	App:	Day Land	Night Land	Intercept	Hold
Pilot: SF	Hours: .5	App:	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	Datsy	Gov affairs	1 2 3 4 5 6
2	Sarah Johnson	↓	1 2 3 4 5 6
3	Mich Dwyer	Legis.	1 2 3 4 5 6
4	Alien Traylor	Health	1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			=
Pilot Charges:	Hourly Rate:	x Total Hours	=
Pilot Per Diem:	D (circle all that apply) Lodging:		=
Coordinator's Signature:	Total Amount Due:		=

Fuel Information	Location	Gallons	Cost
	BLD	150	

Fuel Information	Location	Gallons	Cost
	MOT	91	

Please Remit Payment To: **Financial Management Div., NDDOT**Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID
	Trip Cost - \$2,335	

White - Agency

Yellow - MESO

Pink - Pilot's Office

Appendix D – First Lady Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air		Tail Number N202ND		Scheduled Departure Date 28-Sept-2016		Scheduled Departure Time 0900	
	Departure		Arrival		Hour Meter		Hours Flown
Leg	Time	Location	Time	Location	Begin	End	
1	0900	Bismarck	0930	Hettinger	907.9	908.4	0.5
2	1045	Hettinger	1200	Bismarck	908.4	908.8	0.4
3	1300	Bismarck	1330	Killdeer	908.8	909.3	0.5
4	1610	Killdeer	1630	Bismarck	909.3	909.7	0.4
5							
6							
7							
8							
Total Hours							1.8

Pilot: BF	Hours: 0.4	App:	Day Land 1	Night Land	Intercept	Hold
Pilot: PV	Hours: 1.0	App:	Day Land 2	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	Betsy Dallyn	Gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	South Dakota		<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	Grant Leri	DoT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Peggy Anderson		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Ron Henke		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input checked="" type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=

Coordinator's Signature

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	EATC	176				

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project	Trip Cost - \$1,789
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White - Agency

Yellow - Maintenance

Pink - Pilot's Office

Appendix D – First Lady Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division
SFN 7513 (Rev. 09-2008)

Reference Document Number
AM

Aircraft Identification

Type: <i>King Air</i>				Tail Number: <i>N200ND</i>			
Scheduled Departure Time: <i>0740</i>				Scheduled Departure Date: <i>30 Jun 17</i>			
Leg	Departure		Arrival		Flight Times		Hours Flown
	Time	Location	Time	Location	Begin	End	
1	<i>0800</i>	<i>BIS</i>	<i>0845</i>	<i>FAR</i>	<i>400.2</i>	<i>400.8</i>	<i>.6</i>
2	<i>0920</i>	<i>FAR</i>	<i>1010</i>	<i>BIS</i>	<i>400.8</i>	<i>401.5</i>	<i>.7</i>
3							
4							
5							
6							
Total Hours							<i>1.3</i>

Pilot: <i>JH</i>	Hours: <i>1.3</i>	App:	Day Land: <i>2</i>	Night Land:	Intercept:	Hold:
Pilot: <i>SF</i>	Hours:	App:	Day Land:	Night Land:	Intercept:	Hold:

	Passenger List	Agency/Department/Division	Circle Legs Flown
1	<i>Kathryn Burgeon</i>	<i>Gov office</i>	<input checked="" type="radio"/> 2 3 4 5 6
2	<i>Heidi Treasby</i>	<i>↓</i>	<input checked="" type="radio"/> 2 3 4 5 6
3			1 2 3 4 5 6
4			1 2 3 4 5 6
5			1 2 3 4 5 6
6			1 2 3 4 5 6
7			1 2 3 4 5 6
8			1 2 3 4 5 6
9			1 2 3 4 5 6
10			1 2 3 4 5 6

Charges (When Applicable)

Aircraft Charges:	Hourly Rate:	x Total Hours	=
Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.)			
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<i>(B)</i> L D (circle all that apply)	Lodging:	=
Coordinator's Signature:			Total Amount Due: =

Fuel Information	Location: <i>BIS</i>	Gallons: <i>91</i>	Cost:	Location: <i>AM</i>	Gallons: <i>50</i>	Cost:
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Please Remit Payment To: **Financial Management Div., NDDOT**

Journal Number

Amount Due by Agency/Department/Division		
Agency/Department/Division	Project Number	Activity ID
		Trip Cost - \$2,266

White - Agency

Yellow - MESC

Pink - Pilots Office

Appendix D – First Lady Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (6-2016)

Reference Document Number

Aircraft Identification

Type King Air	Tail Number N202ND		Scheduled Departure Date 05 JULY 2017		Scheduled Departure Time 0700		
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin		End
1	0915	BIS	1000	FAR	988.8	989.4	.6
2	1015	FAR	1100	BIS	989.4	990.6	0.2
3							
4							
5							
6							
7							
8							
Total Hours						1.3	

Pilot: SH	Hours: 0.7	App:	Day Land	Night Land	Intercept	Hold
Pilot: DV	Hours: .6	App:	Day Land	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown							
			1	2	3	4	5	6	7	8
1	KATHRYN BURGUM	GOV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<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			<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			<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			<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			<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Deicing Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	BIS	169		FAR	50	

Please Remit Payment To: Financial Management Division, NDDOT

Journal Number

Agency/Department/Division	Project	Trip Cost - \$2,223
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White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix D – First Lady Flights

AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance
SFN 7513 (8-2016)

Reference Document Number

Aircraft Identification

Type King Air	Tail Number N202ND		Scheduled Departure Date 9 Aug 2017		Scheduled Departure Time 0730		
Departure		Arrival		Hour Meter		Hours Flown	
Leg	Time	Location	Time	Location	Begin		End
1	0730	BFS	0830	FAR	1009.5	1010.2	.7
2	0830	FAR	0945	OED	1010.2	1011.2	1.0
3	0955	OED	1100	FAR	1011.2	1012.1	.9
4	1215	FAR	1240	GFK	1012.1	1012.4	.3
5	1725	GFK	1750	FAR	1012.4	1012.8	.4
6	1840	FAR	1930	BFS	1012.8	1013.5	.7
7							
8							
Total Hours						4.0	

Pilot: JH	Hours: 3.0	App: 6PS 27 OED	Day Land 4	Night Land	Intercept	Hold
Pilot: SF	Hours: 1.0	App:	Day Land 2	Night Land	Intercept	Hold

	Passenger List	Agency/Department/Division	Check Legs Flown								
			1	2	3	4	5	6	7	8	
1	Bert Sanford / Cassandra Johnson	Lt. Gov	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Nik Nawatzi / John Hower	Gov	U.S. Senator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Karin Croner / Dave Blatt	U.S. Rep	Dept of Health	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Tom Bodine / Wayne Stuckert	Ag Comm.	Att General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Kathryn Bergum / Heidi Tranby	First Lady	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Doug Bergum / Levi Barthmeier	Governor	Gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Kathryn Akke / Jessica Unruh	Gov	Legis. Assembly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Scott Pruitt / Pasquale Perrotta	U.S. EPA	EPA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Lincoln Ferguson	EPA		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charges (When Applicable)

Aircraft Charges:	Hourly Rate	x Total Hours	=
Destination Charges:	(Landing Fees, Parking/Storage Fees, Delding Fees, etc.)		=
Pilot Charges:	Hourly Rate	x Total Hours	=
Pilot Per Diem:	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	Lodging	=
TOTAL AMOUNT DUE			=
Coordinator's Signature			

Fuel Information	Location	Gallons	Cost	Location	Gallons	Cost
	BFS	100		FAR	114	
				FAR	100	

Please Remit Payment To: Financial Management Division, NDDOT 6FK 2090
FAR 62 Journal Number

Agency/Department/Division	Project	Trip Cost - \$2,904
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White - Agency

Yellow - Maintenance

Pink - Pilots Office

Appendix D – First Lady Flights



Executive Air Taxi
 2301 University Dr Building #1652-48
 PO Box 2273
 Bismarck, ND 58502
 701-258-5024
 www.executive-air.com

Sold To: DEPT. OF TRANSPORTATION
 508 E BOULEVARD
 BISMARCK, ND 58505

Invoice: FW17-173609
 Account #: ND HIGH
 Ship To: DEPT. OF TRANSPORTATION
 8/09/2017
 2:30PM

Sales Person: Jhann-Hann

Line#	Type	Item/Description	Cr?	Aircraft	Quantity	Units	List Price	Disc	Unit Price	Extended
1	Chrt	Charter		N46CV	1.0	Trip	2,330.60		2,330.60	2,330.60
		Trip Date: 8/09/2017								
		Aircraft Charges	:		1,250.00					
		Additional Crew Charges	:		900.00					
		FET	:		182.60					
		State Use Fee	:		18.00					
		B.S-NEWTOWN-BIS								
		PILOTS: JAY COLE/ALEX KASSIAN								
		PASSENGERS:								
		1ST LADY (KATHRYN BURGUM)								
		HEIDI TRANSBY								
		Charter Taxes/Fees: 162.60								
		Terms: Net 30 Days								
		Subtotal								2,330.60
		Total Due								2,330.60
		<p>Thank you for your business. Like us on Facebook!</p> <p>Please send payment within 15 days of receiving this invoice. A finance charge of 1.5% (18% Annual) will be added to invoices not paid within 15 days of invoice date.</p> <p>RECEIVED AUG 24 2017 FINANCE DIVISION</p>								

Printed: 8/21/2017

Page: 1

Trip Cost - \$2,331

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or by contacting the Office of the State Auditor at:

Email: ndsao@nd.gov

Phone: (701) 328-2241

Office of the State Auditor

600 East Boulevard Avenue – Department 117

Bismarck, ND 58505-0060
