

# UCSC Air Charter Reporting Form

Use this form to report all air charters. Report charters within the quarter that the charter takes place.  
Submit this form by email to [propertycasualty@ucsc.edu](mailto:propertycasualty@ucsc.edu).

<b>DEPARTMENT</b>		
Department	Date	
Department Contact	Email	Phone
<b>CHARTER INFORMATION</b>		
Charter Company Name	Website Address (URL) of Charter Company	
Date On Hire	Date Off Hire	How long (in hours) is the charter?
Number of Seats	Number of Passengers	
Type of Aircraft (choose one): <input type="checkbox"/> Chartered fixed-wing (7-20 seats) <input type="checkbox"/> Jet turbo fixed-wing (up to 12 seats including crew) <input type="checkbox"/> Single engine <input type="checkbox"/> Fixed-wing (13-40 seats including crew) <input type="checkbox"/> Multi engine <input type="checkbox"/> Fixed-wing (over 40 seats including crew)		
Project Name (if applicable)		
Purpose of Charter		
CruzBuy Requisition or Purchase Order Number		
<i>SUBMIT TO: CruzBuy Requisition, as attachment</i>		