

Date: _____

NOTICE OF UNAVAILABILITY OF THE EXECUTIVE AIRCRAFT

Agency No: _____

Agency Name: _____

Agency Address: _____

Agency official initiating the request for use of the executive aircraft:

Name: _____

The executive aircraft will be unavailable for agency use at the time of day needed for the requested dates of:

_____	_____
_____	_____
_____	_____

If a lease or rental of aircraft is secured elsewhere for the travel, attach a copy of this notice to the payment voucher, submitted to the Division of Accounts and Reports for payment of the aircraft lease or rental, as part of the justification required by K.A.R. 1-16-13.

Very truly yours,

Governor of Kansas

By: _____