

Internal Airplane Reservation Process

(Partnership with West Texas Platinum Promotions and Texas Tech University System)

- 1) Reservations/booking should be made 7 days in advance if possible.
- 2) Plane will seat up to 7 passengers.
- 3) Contact Dede Kirkpatrick at 806-834-0499 or dede.kirkpatrick@ttu.edu and she will check for availability of the plane/pilots.
- 4) Dede will confirm with you if plane/pilots are available. You must then complete flight manifest and send to Dede to complete the reservation process.
- 5) Dede will provide you with a copy of the completed flight manifest with the details.
 - a) Dede will provide a copy of the manifest to TTUS Risk Management at ttusrm@ttu.edu.

Logistical Information:

- i) Plane is located at Lubbock Aero – 6304 North Cedar.
- ii) Parking is located at the building on the west and south side.
- iii) Suggest arriving at least 15 minutes before departure time.
- iv) Billing/Invoicing (will be charged to the FOP as listed on the manifest)
 - (1) \$2,385/flight hour
 - (2) + pilot cost
 - (3) + fuel cost



Flight Manifest

Date of Travel: _____ Requested Arrival Time: _____

Destination: _____

Business Purpose: _____

Dept. Utilizing: _____ Contact Name: _____

Email: _____ Phone: _____

Passengers:

Primary Passenger Contact: _____ **Cell:** _____

Name (Print)	Relation to TTUS	FOP(s) for Billing

*Send to: Dede.kirkpatrick@ttu.edu

To Be Completed by Flying M, LLC.:

Aircraft Description: _____ US Registration number: _____

Mfg. Serial Number: _____ Arrival FOB (Airfield): _____

Departure time to meet needed arrival time: _____

Pilot in Command	Second in Command