

Date:

NOTICE OF UNAVAILABILITY OF THE EXECUTIVE AIRCRAFT

Business Unit: _____

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, a copy of the approved notice should be maintained with the documentation 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: _____