

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: \_\_\_\_\_