Field Trip Information Monitoring Guide

This **_unofficial form_** can be used to keep track of, and keep a record of your Field Trip information
to ensure the company properly documents your pay once you return from the Field Trip.

Please provide a completed copy to Local 591 in Station as time permits.

(Add any additional notes as needed on the reverse side)

Name	Emp #	STA	Dept/Bid Area

Field Trip Information:

				Y / N	
Field Trip STA	Nose #	Date called	Time Called	On Shift only FT?	
A/C Maint issue →					

Field Trip Departure Information

If flying Field Trip:

City Pair	Flt #	Sched Dep Date	Sched Dep Time	Actual Dep Time	Actual Arr Time

If driving Field Trip:

		Y / N	Y / N		
City Pair	Vehicle #	Tags current?	Safety Check?	Actual Dep Time	Actual Arr Time

Hotel Information

				Y / N
				Y / N
				Y / N
				Y / N
Hotel Name/City	Ck in Date/Time	Ck out Date/Time	Total Rest Time	< 8 hours?

Field Trip Return Information

If flying Field Trip:

City Pair	Flt #	Sched Dep Date	Sched Dep Time	Actual Dep Time	Actual Arr Time
Time thru Customs		Time Reported to Mgt		Time Reported to Mgt Done	

If driving Field Trip:

		Y / N	Y / N		
City Pair	Vehicle #	Tags current?	Safety Check?	Actual Dep Time	Actual Arr Time
Time Reported to Mgt		Time Reported to Mgt Done			

Field Trip Notes: