



# TRAVEL REQUEST

Doc.: EF-035  
Rev.: 5  
Date: 08-23-22

**THIS FORM MUST BE COMPLETED AND SUBMITTED TO KALITTA AIR, LLC. TO OBTAIN TRAVEL AUTHORIZATION.**

E-mail or fax this form to Kalitta Air, LLC. at least 24 hours before departure (number shown below). Include copies of the photo page of your passport; company, military, or government ID; and both sides of your Airman Certificate (if applicable).

KALITTA AIR IS A CARGO AIRLINE AND DOES NOT PARTICIPATE IN THE VISA WAIVER PROGRAM OR THE ELECTRONIC SYSTEM FOR TRAVEL AUTHORIZATION. If traveling to the United States, you must provide a valid visa along with the documentation specified above.

You are responsible for possessing all documentation required for entry into foreign countries (passport, visas, etc.).

Kalitta Air, LLC. will provide documentation for presentation to the Pilot-In-Command for approved travel. All persons are subject to security screening/searches and other requirements as provided for in the KA General Operations Manual (GOM).

**THE PILOT-IN-COMMAND (PIC) HAS THE RIGHT TO DENY BOARDING OF ANY INDIVIDUAL.**

**COMPLETE THE FOLLOWING INFORMATION AS IT APPEARS ON YOUR GOVERNMENT-ISSUED IDENTIFICATION.**

LAST NAME	FIRST NAME	MIDDLE NAME
STREET ADDRESS		CITY
STATE/PROVINCE	COUNTRY	POSTAL/ZIP CODE
EMPLOYER	JOB TITLE	COMPANY ID #:
CONTACT TELEPHONE NUMBER - DAYTIME	CONTACT TELEPHONE NUMBER - EVENING	
CONTACT E-MAIL ADDRESS - PRIMARY	CONTACT E-MAIL ADDRESS - SECONDARY	

If Kalitta employee, name of supervisor: \_\_\_\_\_

## GOVERNMENT-ISSUED IDENTIFICATION INFORMATION

Passport  Driver's License  Military ID  Other (specify): \_\_\_\_\_

**FOREIGN NATIONALS TRAVELING TO THE U.S. FOR THE PURPOSE OF BUSINESS MUST SUPPLY U.S. VISA INFORMATION**

ID # (Passport, US Visa, or Resident Alien Card): \_\_\_\_\_

Country of Issuance: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender:  M  F

Birth City: \_\_\_\_\_ Birth State: \_\_\_\_\_ Birth Country: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone # - Daytime: \_\_\_\_\_ Telephone # - Evening: \_\_\_\_\_

## TRAVEL REQUEST INFORMATION

Flight: \_\_\_\_\_ Date: \_\_\_\_\_ Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

Flight: \_\_\_\_\_ Date: \_\_\_\_\_ Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

Flight: \_\_\_\_\_ Date: \_\_\_\_\_ Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

Flight: \_\_\_\_\_ Date: \_\_\_\_\_ Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

Reason for Travel: \_\_\_\_\_