



The following information is required when requesting lost time and travel on United Airlines for any use of passes whether space available or positive space for Union business of any kind. All fields are required.

NAME:		
EMPLOYEE#		
STATION CODE:		Employee phone-
RDO FOR REQ TIME:	Please give specific dates-	
MANAGERS NAME:		
DESTINATION:		
DAYS NEEDED:	Please give specific dates-	
REASON:		
BILL TO:	Local/District/Contract – approval required	
EMAIL:		

Authorized by: _____ **Title** _____

This form must be turned in 18 days in advance to DL 141, as the Company wants all requests two (2) weeks in advance. Once a request is entered there can be no changes such as canceling one employee and adding another.

If you have questions please call Ann Clifford at 650-554-1024
Please fax to Ann Clifford at 800 630-2640 or scan and email to aclifford@iam141.org