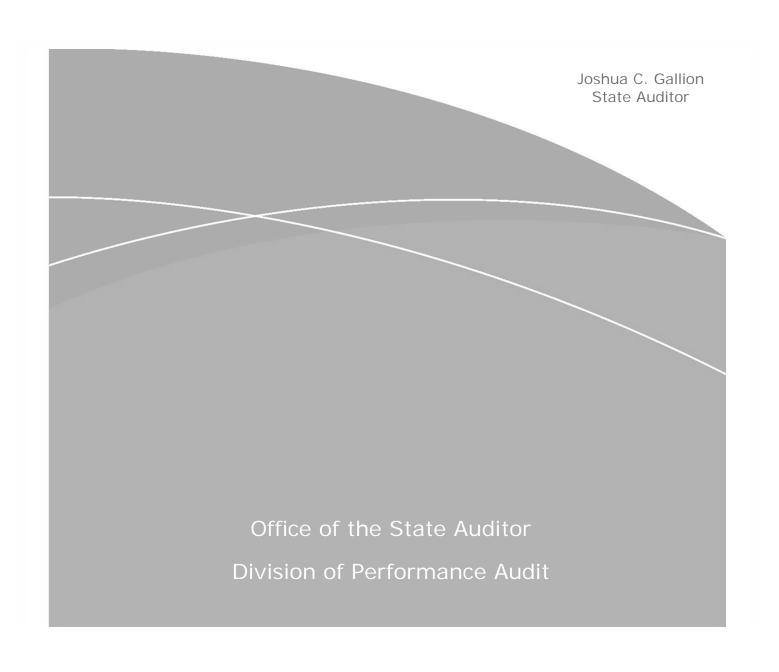
# Performance Audit Report

Office of the Governor's Travel and Use of State Resources

Report No. 3037-18

May 18, 2018



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## STATE OF NORTH DAKOTA OFFICE OF THE STATE AUDITOR

STATE CAPITOL 600 E. BOULEVARD AVENUE – DEPT 117 BISMARCK, NORTH DAKOTA 58505

May 18, 2018

Honorable Doug Burgum, Governor Tom Sorel, Director Department of Transportation Colonel Michael Gerhart, Highway Patrol Superintendent Members of the North Dakota Legislative Assembly

This report contains the results of a performance audit on the Office of the Governor's travel and use of state resources. The audit was conducted under the authority granted within North Dakota Century Code Chapter 54-10, which allows the State Auditor to conduct performance audits of state agencies as determined necessary by the State Auditor or the Legislative Audit and Fiscal Review Committee. The report presents our findings, conclusions, and recommendations, and the responses of the Office of the Governor and the Department of Transportation.

Respectfully Submitted,

/S/

Joshua C. Gallion State Auditor

## Purpose and Authority of the Audit

The performance audit of the Office of the Governor was conducted by the Office of the State Auditor pursuant to authority within North Dakota Century Code Chapter 54-10. This audit was selected by the State Auditor.

Performance audits are defined as engagements that provide assurance or conclusions based on an evaluation of sufficient, appropriate evidence against stated criteria, such as specific performance requirements, measures, or defined business practices. Performance audits provide objective analysis so management and those charged with governance and oversight can use the information to improve performance and operations, reduce costs, facilitate decision making by parties with responsibility to oversee or initiate corrective action, and contribute to public accountability. The purpose of this report is to communicate our analysis, findings, and recommendations based on our review of the Office of the Governor travel related expenditures and use of state resources.

## **Background Information**

The state airplanes are operated by the North Dakota Department of Transportation for official state business. The Office of the Governor is provided with special exemptions to the policies governing the use of the state airplanes including:

- Priority of usage
- No limitations on destinations
- Not required to complete a Request for Air Transportation form (SFN 9705)
- Not charged for the usage of the planes

The North Dakota State Highway Patrol provides security and protection for the Governor, the Governor's family, and other officers next in order of succession to the Office of Governor.

### Objective of the Audit

The objectives established for this performance audit of Office of the Governor's travel and use of state resources included:

- Is the Office of the Governor using the state airplane in a prudent manner?
- Is the executive security provided by the North Dakota State Highway Patrol a prudent use of state resources?
- Are there opportunities to improve the transparency around the use of the state airplanes?

## Scope and Methodology

The Office of the State Auditor conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for the findings and conclusions based on our audit objectives. The evidence obtained provides a reasonable basis for our findings and conclusions based on the audit objectives.

Audit field work was conducted from March 22, 2018 to May 18, 2018. The audit period was March 1, 2016 to February 28, 2018. This audit focused on the use of the state airplanes and executive security.

#### Methodologies included:

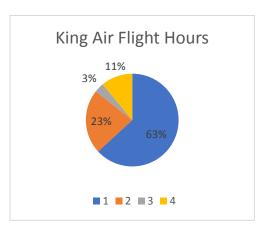
- Obtained an understanding of Department of Transportation state airplane policy and billing procedures.
- Obtained and reviewed all flight manifests and aircraft operations reports.
- Obtained and reviewed the invoice for all flights chartered with Bismarck Air Medical and Executive Air paid for by the Department of Transportation for flights on behalf of the Office of the Governor.
- Reviewed schedules for both the current and former Governor and Lieutenant Governor.
- Interviewed Department of Transportation employees including pilots.
- Interviewed Highway Patrol employees responsible for executive security.

## Use of State Airplane

In this section, instances where the Office of the Governor used the state airplane for commuting and non-state employee passengers are outlined.

### Summary

The Department of Transportation (DOT) operates and maintains three state-owned airplanes. The costs associated with the airplanes are budgeted and paid for by the DOT. According to North Dakota Century Code Section 24-02-48, the DOT shall provide air transportation services to other state agencies upon request and each agency using the services is required to pay a user charge unless waived by the DOT. The DOT waives all charges for usage of state airplanes by the Office of the Governor and the First Lady. All other agencies are billed based on the user charge.



The airplane user charge established by the DOT is based on actual costs and usage. The current usage charge for the King Air airplanes is \$1,410 per flight hour plus \$104 per hour for pilot costs. Pilot costs begin one hour prior to takeoff for preparation and end one hour after return for shut down.

The DOT also charters private planes for the Office of the Governor and the First Lady in instances where the state-owned airplanes or state pilots are unavailable. All costs associated with private charters are billed to and paid by the DOT.

The DOT's policy requires the use of the state-owned airplanes be for official business only. The Office of the Governor, Director and Deputy Directors of the DOT have priority over all other users. The following guidelines have also been established by the DOT:

- 1. The airplanes should not be used to travel to Minot, Jamestown, or Dickinson except for transport of the Governor, or Director, or his designee.
- 2. Except for the Governor's Office or the DOT, the airplanes should not be used to transport only one passenger.
- These guidelines can be waived in special situations as approved by the DOT.

The Office of the State Auditor applied the DOT's policy for state-owned airplanes to flights using private charter services.

### **Audit Findings**

### Commuting Flights

The Office of the State Auditor identified 17 flights in which all or a portion of the flight were considered commuting. The flights involved both the current and prior administrations.

Article 5 Section 1 of the North Dakota Constitution states the Governor shall reside in the state capital. Article 5 Section 6 of the North Dakota Constitution states elected state officials shall hold office in the state capital. North Dakota Century Code does not explicitly allow publicly provided transportation to individuals for commuting to or from their personal residence to official meetings or offices. The Office of the State Auditor considers OMB policy 507 a best practice for use of state resources in relation to commuting.

#### OMB Policy 507 – Travel in City of Employment:

Mileage from a normal workstation to a conference or meeting is reimbursable, if an employee actually reports to work prior to attendance at the meeting. However, mileage for travel from an employee's residence directly to the conference/meeting site is not reimbursable, since it is considered normal commuting travel.

As a result, any costs incurred by the state to commute the Governor or Lieutenant Governor were inappropriate.

There may also be income tax implications as personal use of employer-provided vehicles may need to be reported as income on the employee's Form W-2 as a taxable noncash fringe benefit (26 CFR 1.61-21 – Taxation of fringe benefits).

Examples of flight manifests and relating schedules can be found in Appendix A.

#### Recommendation 1

The State Auditor recommends the Office of the Governor discontinue using air transportation services for commuting to or from personal residences to official meetings or offices.

#### Management's Response

The Governor's Office disagrees with the assumption that air transportation services have been used for commuting. In all instances, use of the state aircraft was for furthering state business and/or a public purpose. As stated in NDDOT policy, the state aircrafts are a valuable tool to maximize the state's resources and drastically reduce travel time and allow employees to be more productive while traveling, and this is particularly true of the Governor and Lieutenant Governor. While they have offices in the Capitol, they do not have a normal, single and static work station, as they serve as Governor and Lieutenant Governor for all of North Dakota. The duties and responsibilities of these offices require them to be available and accessible to all citizens; they spend a great deal of time engaging with constituents and working with citizens at meetings and events across the state. Requested appearances at public events, some held on state holidays, create special circumstances in which use of the state aircraft is necessary to accommodate the request and maximize efficiencies. OMB Policy 507, cited by the Auditor,

only applies to travel within the city of employment. There are no instances involving travel in the state aircraft by the Governor or Lieutenant Governor applicable to Policy 507. Ultimately, the Governor's Office makes travel decisions using sound, reasoned judgment to maximize results. We operate economically and within budget, with a primary focus on outcomes and impact.

### **State Auditor's Concluding Remarks**

As previously stated, according to Article 5 of the North Dakota Constitution, the Governor shall reside and elected state officials shall hold office in the state capital. Thus, the State Auditor consider Bismarck as the normal working and living residence for the Governor, Lt. Governor, and First Lady. In addition, the former Governor and First Lady, Governor and First Lady, and Lt. Governor also have known residences in Casselton, Fargo, and Watford City, respectively. Certain flights to and from these known residences outside of Bismarck were considered commuting. Examples include:

- The state airplane was used to pick up the Lt. Governor in Watford City while on personal time and brought him to Bismarck/Mandan for a speaking commitment. Afterwards, the state airplane was used to transport the Lt. Governor back to Watford City.
- The state airplane returned to Watford City the following day to pick up the Lt. Governor to transport him to an engagement in Fargo.

The State Auditor believes the Lt. Governor's travel to/from Watford City to Bismarck is normal commuting travel. In the first example, if the Lt. Governor drove his personal vehicle he would not have been entitled reimbursement under OMB Policy 507. In the second example, the State Auditor believes the Lt. Governor should have been responsible to get to Bismarck before using the state airplane.

As stated, we view OMB Policy 507 to be a best practice that can be applied to air transportation services to define commuting during normal, non-emergency usage.

#### Non-State Employees on State Airplane

The state-owned airplanes transported non-state employees including the spouses, children, and other affiliations of the Governor, Lieutenant Governor, Governor's office staff, and other elected officials. The Office of the State Auditor identified 14 flights for which we were unable to identify the official business purpose. The flights occurred under both the current and former administration.

Department of Transportation (DOT) Executive Policy Manual Policy II 7-1 states "North Dakota Department of Transportation aircraft and pilots are provided for official business only."

A memo from the Director of the DOT to flight operations dated March 30, 2007 states "Passengers do not need to be state employees, but must be traveling on state business."

The DOT does have a different policy for state fleet vehicles – The DOT's Fleet Services Manual - General Regulations for Operators - 8 states "Operators may not transport their spouses, children, animals, or hitchhikers in state vehicles."

Examples of flight manifests including non-state employees can be found in Appendix B.

#### **Recommendation 2**

The State Auditor recommends the Department of Transportation discontinue providing air transportation services to non-state employees without a business purpose.

#### **Management's Response**

The Governor's Office disagrees. The non-state employees identified by the State Auditor were serving as temporary state volunteers supporting the Governor or Lieutenant Governor in their roles and furthering a public purpose. In the case of the Governor's and Lieutenant Governor's immediate family members, they acted in the capacity of dignitaries or ambassadors representing the First Family and the State, as is often the expectation at public events. There is no incremental cost for family members who travel with the Governor and Lieutenant Governor to support their roles, and they have only occupied seats on the aircraft that would have otherwise been vacant.

#### Liability for Non-State Employees

The insurance policy for state owned airplanes is issued to the DOT and provides coverage solely for the DOT's employees except in instances of negligence. State employees are covered by the Risk Management Fund. Non-state employees are only covered by the DOT's insurance policy in instances of negligence.

#### Recommendation 3

The State Auditor recommends the Department of Transportation ensure the state is not exposed to additional risk for non-state employees traveling on state owned airplanes.

#### Management's Response

The Governor's Office agrees. We are not exposing the state to additional risk, as DOT aircraft are insured through a standard commercial aviation policy that provides third-party liability coverage of up to \$10,000,000 for the operation of the aircraft as well as medical expense and physical damage coverage. Nothing in the existing insurance policy excludes or limits who may be a passenger on the DOT aircraft, or limits coverage available to respond to any potential claims made by a non-state employee passenger. There is no exclusion for third-party liability claims, including bodily injury claims, brought by non-state employee passengers. Rather, certain bodily injury claims involving state employees arising out of and in the course of their employment are excluded as such claims would be covered by workers' compensation. The policy additionally provides voluntary settlement coverage up to \$350,000 per crew member and passenger for certain losses including death, disability and dismemberment.

### **State Auditor's Concluding Remarks**

Bodily injury coverage is excluded and would need to be covered under a separate liability policy. For state employees, this is risk management. For non-state employees, there would be no coverage.

#### **Unsupported Flights**

The state airplane was used for flights for which the Office of the State Auditor was unable to identify the business purpose. Except for the Office of the Governor, all state agencies are required to complete the Request for Air Transportation form (SFN 9705) developed by the Department of Transportation. This form includes the purpose of the trip and is approved by the Department of Transportation. Without this form and the inability to locate calendars or schedules, we could not determine the business purposes.

Department of Transportation, Executive Policy Manual – Department Aircraft Operations policy II 7-1 states "North Dakota Department of Transportation aircraft and pilots are provided for official business only."

#### **Recommendation 4**

The State Auditor recommends the Department of Transportation require all agencies to submit a Request for Air Transportation form to establish the business purpose of the trip.

#### Management's Response

The Governor's Office agrees with the recommendation to report the business purpose of the trip, but disagrees that the Request for Air Transportation form is the proper form to be used. All information requested on that form is already publicly available, and will continue to be available, on the Governor's calendar (with the business purpose apparent on the governor's daily schedule), in the flights manifests and in passenger information supplied to the NDDOT by the Governor's Office before a passenger is allowed to fly on state aircraft for the first time. Using the Request for Air Transportation form also would place a subordinate of the NDDOT director in the position of having to approve her supervisor's use of travel, as well as that of the Governor (who appoints the NDDOT director), which defies common sense. To streamline public information access to the business purpose for the flight, the Governor's Office will report the business purpose of the trip directly to the NDDOT on each scheduled flight.

### **State Auditor's Concluding Remarks**

The calendars provided by the Office of the Governor did not show the business purpose of meetings held or even if the meetings were held. We were unable to locate the calendars for some members of the prior administration. Ultimately it is the DOT's responsibility to determine each flight is for a business purpose before approving the flight and as the Request for Air Transportation (SFN 9705) form is used for all other agencies when requesting use of the state airplane, this would seem to be the most consistent method to ensure compliance with the DOT policy.

## **Executive Security**

In this section, executive security provided by the North Dakota State Highway Patrol is discussed.

### Summary

One of the duties of the North Dakota State Highway Patrol according to NDCC § 39-03-09(14) is "To provide security and protection for the governor, the governor's immediate family, and other officers next in order of succession to the office of governor to the extent and in a manner the governor and the superintendent deem adequate and appropriate."

Due to the confidentiality of executive security, the Office of the State Auditor is unable to provide additional details.

### **Audit Findings**

That State Auditor found no issues related to the executive security provided by the North Dakota State Highway Patrol to report.

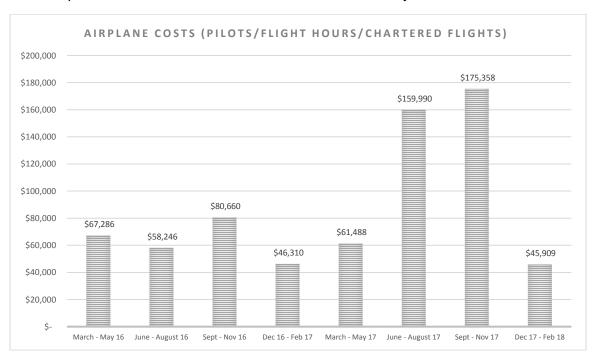
### **Government Transparency**

In this section, opportunities to improve the transparency of financial reporting for the citizens and legislators of North Dakota will be discussed.

## Transparency of Air Transportation Service Costs

North Dakota Century Code section 24-02-48 provides the Department of Transportation (DOT) with the authority to waive the user charges for air transportation services. The DOT is waiving the air transportation service charges for the Office of the Governor and First Lady flights. The flight costs for the Office of the Governor and First Lady are within the DOT's air services budget. This includes instances when private charters are used due to a lack of availability of the DOT airplanes or pilots. As a result, the Office of the Governor's travel budget lacks transparency because it does not accurately reflect the true cost of the air transportation services.

For the period from March 1, 2016 through February 28, 2018, the costs for air transportation services provided to the Office of the Governor and First Lady were \$695,247.



Source: Aircraft Manifest and Trip Invoice (SFN 7513), charter billings, and the DOT Plane rates effective 11/1/14

#### **Out of State Travel**

The state-owned airplanes were used by the Office of the Governor for 9 flights to out-of-state destinations such as Washington DC, Denver, and Providence. While the current administration was not responsible for all out-of-state flights, the use of the state airplane for out-of-state travel has increased under the current administration. Commercial flights were available at a lower cost to the state.

Total cost of the flights in this category were \$108,382.

Examples of flight manifests including out of state travel can be found in Appendix C.

#### First Lady

The current and former First Ladies have used the state airplane for transportation without accompaniment of either the Governor or Lieutenant Governor (total of 15 flights).

Although the First Lady is provided an office space and an executive assistant, she is not an official state employee and had no funds appropriated for her use. The flights costs are waived by the Department of Transportation in the same manner as other flights for the Office of the Governor and absorbed within the Department of Transportation's air services budget.

Total cost of the flights in this category were \$37,600.

Examples of flight manifests for the First Lady can be found in Appendix D.

#### State Auditor's Office Conclusion

The inclusion of the air transportation services costs within the Office of the Governor's budget would accurately reflect the costs in the correct business unit and require prioritization based on available funding. As a result, the Legislature and public would be provided with the cost of this usage and the Office of the Governor would be more inclined to evaluate each situation and consider using the most economical means of transportation.

Appendix A – Commuting Flights

Pages 16-33

<b>Page</b>	<u>Date</u>	Questioned Part
16.	10/13/2016	Dropped Governor and First Lady in Casselton
17.	10/14/2016	Picked up Governor and First Lady in Fargo
18.	12/2/2016	Dropped Governor in Casselton
19.	12/11/2016	Dropped Governor and First Lady in Casselton
20.	1/8/2017	Bismarck to Fargo to pick up Governor, returned him to Fargo
21.	5/6/2017	Picked up Governor in Fargo for meeting in Grand Forks
22.	5/29/2017	Bismarck to Watford City to pick up Lt. Governor, return to Watford City
23.	5/30/2017	Bismarck to Watford City to pick up Lt. Governor
24.	6/7/2017	Devils Lake to Fargo to drop off the Governor
25.	6/25/2017	Bismarck to Fargo to pick up Governor
26.	7/20/2017	Watford City to pick up Lt. Governor, return to Watford City
27.	7/21/2017	Lt. Governor picked up in Watford City and returned to Watford City
29.	8/7/2017	Bismarck to Fargo to pick up Governor and return to Bismarck
30.	9/9/2017	Bismarck to Watford City to pick up Lt. Governor, return to Watford City
31.	9/15/2017	Dropped Governor in Fargo
32.	9/20/2017	Bismarck to Watford City to pick up Lt. Governor, return to Watford City
33.	11/20/2017	Bismarck to Fargo to pick up Governor

<sup>\*</sup> Line separates Governor's administrations

#### **Explanation provided by the Office of the Governor for selected flights:**

May 29, 2017 – The Lt. Governor delivered remarks honoring deceased military members during the annual Memorial Day ceremony at the North Dakota Veterans Cemetery in Mandan. Governor Burgum was speaking at the Memorial Day service at Riverside Cemetery in Fargo at the same time. The Governor's office receives multiple requests for Memorial Day remarks, and the Governor and Lt. Governor support our military and believe it is an important and solemn duty to commemorate the military men and women who died defending our nation and our freedoms.

May 30, 2017 – the Lt. Governor attended and spoke at the Drone Focus conference with U.S. Secretary of Transportation Elaine Chao in Fargo. The plane picked him up in Watford City due to personal commitments strained by the Memorial Day public speaking obligation.

**August 7, 2017** – The Governor was in Fargo for a personal commitment. In order to maximize the Governor's time and meeting schedule, the plane picked him up in Fargo and brought him to Bismarck for multiple meetings, followed by the evening Drought town hall with farmers and ranchers in Mott, ND, which concluded at 10pm.

Appendix B - Non-State Personnel

Pages 34-48

<u>Page</u>	<u>Date</u>	Questioned Passenger	<u>Destination/Purpose</u>
34.	4/21/2016	Gloria Wrigley	Fargo to Bismarck, Unknown
35.	9/20/2016	Laurie Rauschenberger	Minot, ND Petroleum Council
36.	9/23/2016	Laurie Rauschenberger	Flight returned to Bismarck due to weather
37.	10/21/2016	Laurie Rauschenberger	Grand Forks, Economic Develop. & UND Hockey
38.	12/20/2016	Kristie Skunberg&Jesse Burgum	Fargo to Bismarck, Legislative Leadership
39.	6/7/2017	Jesse Burgum	Devils Lake-Fargo, Cabinet Meeting
40.	7/7/2017	Kristie Skunberg&Kathy Horbacher	Fargo, Dean of NDSU College of Business
41.	7/12/2017	Jesse Burgum	Fargo to RI, National Governor Association
42.	7/22/2017	Jesse Burgum	Jamestown to Minot, Media Event/Fergie Concert
44.	8/31/2017	Sandi Sanford	Williston to Bismarck, Economic Development
45.	9/5/2017	Ann Kumm	Fargo to Bismarck, Recovery Reinvented
46.	9/9/2017	Sandi Sanford and Nicolas Sanford	Watford City to Grand Forks, UND Football
47.	9/26/2017	Ted Hanson	Minot, Norsk Høstfest
48.	1/20/2018	Beth Stenehjem	Fargo, John Andrist Memorial

<sup>\*</sup> Line separates Governor's administrations

Appendix C – Out of State Flights

Pages 49-63

<u>Page</u>	<u>Date</u>	<u>Destination</u>	Trip Cost
49.	6/10/2016	Jackson, WY	\$6,172
50.	6/19/2016	Rapid City, SD	\$2,650
51.	6/7/2017	Devils Lake to Washington D.C.	
52.	6/8/2017	Washington D.C. to Bismarck	\$15,147
53.	6/25/2017	Fargo to Kalispell, MT	
54.	6/28/2017	Kalispell, MT to Bismarck	\$12,213
55.	7/12/2017	Fargo to Providence, RI	
56.	7/16/2017	Providence, RI to Bismarck	\$21,817
57.	9/6/2017	Bismarck to Washington D.C.	
58.	9/7/2017	Washington D.C. to Fargo	\$14,939
59.	9/27/2017	Denver, CO	\$6,122
60.	9/28/2017	Bismarck to Washington D.C.	
61.	9/29/2017	Washington D.C. to Bismarck	\$14,802
62.	10/3/2017	Bismarck to Washington D.C.	
63.	10/4/2017	Washington D.C. to Bismarck	\$14,520

<sup>\*</sup> Line separates Governor's administrations

#### **Explanation provided by the Office of the Governor for selected flights:**

June 7, 2017 – The plane flew to Devils Lake to pick up the Lt. Governor and Mike Nowatzki at the immediate conclusion of the two-day cabinet strategy offsite at Camp Grafton to bring them to Washington, DC for the White House infrastructure meeting by invitation from President Trump. The day included a roundtable discussion with President Trump, a working session with Secretary Chao, Secretary Zinke, Secretary Ross, Secretary Perdue, Reed Cordish (assistant to the President), DJ Gribbin (special assistant to the President), and Michael Catanzaro (special assistant to the President). During a session with Interior Secretary Zinke, the Lt. Governor advocated for ending the practice of duplicative environmental studies that unnecessarily delay projects such as the Garrison Diversion/Red River Valley Water Supply Project, as well as reducing permitting times for oil and gas wells on federal lands.

The Governor flew commercial (and paid for his ticket personally) to Washington, DC via Fargo to comply with our internal practice of the Governor and Lt. Governor not flying together on the same plane.

June 8, 2017 -- Mike Nowatzki flew from Washington, DC to Bismarck alone as the Lt. Governor had additional meetings beyond the White House Infrastructure Roundtable, including a visit with ND 188<sup>th</sup> Air Defense Artillery, and a Roads and Rail regulatory reform event with Secretary Chao and President Trump. In addition, he met with the National Mining Association, and Senator Hoeven's staff. The Lt. Governor flew home commercially, at no state expense.

Sept 27, 2017 – Lt. Governor, Levi Bachmeier, Scott Davis and General Counsel for the Tax Commissioner, Dee Wald attended a meeting in Denver for a Rocky Mountain Mineral Law Foundation, Indian Law and Natural Resource conference. The Lt. Governor was a panel speaker at the conference at 2pm, with the discussion focusing on jurisdictional issues related to mineral ownership as well as state and tribal tax disputes. On September 28, the Lt. Governor had additional meetings in Washington, DC.

Appendix D - First Lady

Pages 64-78

<u>Page</u>	<u>Date</u>	Flight Description	Trip Cost
64.	3/3/2016	Dickinson	\$2,023
65.	3/4/2016	Fargo	\$3,077
66.	3/30/2016	Cooperstown	\$2,469
67.	4/20/2016	Fargo	\$2,564
68.	5/5/2016	Rolla	\$2,469
69.	5/18/2016	Devils Lake	\$2,086
70.	5/23/2016	Dickinson & Bowman	\$2,472
71.	8/9/2016	Fargo	\$3,107
72.	9/9/2016	Minot	\$2,335
73.	9/28/2016	Hettinger	\$1,789
74.	4/5/2017	Grand Forks, took First Lady to Fargo	\$3,485
75.	6/30/2017	Took First Lady to Fargo	\$2,266
76.	7/5/2017	Took First Lady to Fargo	\$2,223
77.	8/9/2017	Fargo to Stanley	\$2,904
78.	8/9/2017	Newtown to Bismarck	\$2,331

<sup>\*</sup> Line separates Governor's administrations

### **Explanation provided by the Office of the Governor for selected flights:**

July 5, 2017 -- The First Lady traveled to Fargo to meet John Vastag, director of health and medical transformation at BCBS ND, who had invited her to discuss addiction and opioids. She also toured Community Medical Services, a substance use disorder treatment program. The First Lady made the trip to advance her platform of eliminating the shame and stigma of addiction, which ties directly with the Governor's strategic initiative on Behavioral Health and Addiction. The night prior, she and the Governor attended the 4<sup>th</sup> of July celebration/Bismarck-Mandan Symphony Orchestra event at the Capitol where the Governor also provided the welcome remarks.

August 9, 2017 – The First Lady traveled to New Town to keynote at the Addiction Summit. The night prior, she hosted EPA Administrator Pruitt for dinner at their former residence in Fargo.

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-			gency	Project Numb		Activity ID	
	Agency/Department/D	IVISION	-	riojeci Numi	/GI	Activity (D	
White -	Agency		Yellow -	MESD		Pink	- Piots Office

. :	- <b>64</b> 1 - 1 - 1 - 1	ic				•	Reference AM	e Doc	ument No	ımbe	Br .	
	ing Air	ification	-	Tail Number	. N200N	D	1					
	led Departu			Scheduled I	Departure (	Date	-	inht	Times		-	
		00		140	'c+	2016			lines	-		-
Leg	Time	Departure	-		Arriva		Hour N	neter	-	_	Ho	-
1	1100	Location		Time	6	ocation	Begin C	3/	End			=
2	1100	BISMON	C	1220	LAV.	Frakt	7/5.5	31	6.0	T		7
3	1445	Grand t	Sorke	1515	FAR	fones	7760	3	1/2 5		-	7
4	150	FAPL	VI // )	1600	6000	d Forte	344	7,	175			5
5	1600	Good	Fork	1710	Bis	neck		3	18	3	0	-9
6												_
							Total Hours				2	8
Dilet	00	Hours: 1. 4	A			Day Land '	Night Land	Inten	pept	-	Hold	-
Pilot: Pilot:	25	Hours: 1.4	App:			Day Land	Night Land	Inter		-	Hold	
IIDL.	10	Hours. 7	App.			- >					-	· male
		Passe	nger Lis	st		Agency/De	partment/Divis	ion	Circle	Leg	js Fl	own
1	For	ernor 1	Palryo	40/e		600			1 (2)	3)	4 5	6
2	BEYS	y Dal	Cymp	1/6						3	4 5	6
3	And	re Tr	iv si	ick				_	_		-	6
4	Dre	n WM	gtey	<u>,                                     </u>		V				3	4 5	6
5								-		ž.	4 5	6
6	-									-	4 5	6
7 8								-	1 2	_		6
9								_		-	4 5	6
10			_						1 2	_	4 5	
1.00	s (When	Applicable)								-	-	
	Aircraft C		Hourly F	Rate:		x Total Hou	irs		=		-	
	Destination	on Charges: (La	anding F	ees, Parki	ing/Stora	ge Fees, Deici	ing Fees, Etc.)		-			
	Pilot Cha	rges:	Hourly F	Rate:		x Total Hou	ırs		=			
	Pilot Per			cle all that	apply)	Lodging:			=			
	Coordina	tor's Signatur	e:				Total Amount D	ue:	=	_		
uel In	formatio	The second secon		52	iast	Ţ.	GEA GE	illons ,	80	Cos!		_
Please	Remit Pa	FA syment To:	R 5 Financia	r D al Manage	ment Di	v., NDDOT	Journal	Numbe	ir		_	_
			Amoui	nt Due by	Agency	Department/0	Division			-	_	
	Age	ncy/Departmen				Project Numb		A	ctivity (	D		
								-				_

North	Dakota Depa /513 (6-2016)						Refere	ence Do	cument	Number		
	aft Identificat	ion										
Type King	Air		il Number		Schedul		erture (		Sche	duled De	parture	Time
7,1119		Departure			Arrival	. Ve	C 116	1		Meter .	0	Hours
Leg	Time	Locat	ion	Time		cation	1.0	Be		End	4	Flown
1	0730	A15		0815	FA			921		922.	_	~
2	1015	FAR		1120	Mid			922		923	_	· <del>(</del>
3	1215	MOT		1240	B/		-	92		923		.3
4	1250	BES		1335	GE		-	923		9711	Ť	-8
5	16 10	6 F K				ielt.	·	92		924	4	0.3
6	16 40	SN8		16 35	B/			92		955		0.8
7	16 20	-5/40		1770	- B/-			10	11	720	-	0.0
8					-			-				
								Total H	ours			3.8
Pilot:	Di Hou	urs: 2.0	Apo Jis	1100 354 D	Day Land Z	2 Nic	tht Land	1 1	ntercep	1 3	Hold	
Pilot:		urs: 1-8	App: 16	536 D	ay Land 3		ght Land		ntercep	_	Hold	
П	Pas	senger List		Age	ncy/Departr	nent/D	ivision	The second condition has be		Check L	egs F	lown 6 7 8
1	Count 1	evi			DOT				4	100		
2		ente			1				4			
3	Cor	-		0	or of	De-e				,		000
4	Bonnie	Storebak	kon		dicial						F	700
5		Vandelle									PB	
6	Dale	Sonds							DC		rø	000
7	Carol	Kapsn			1						10	
а		Bothers.										900
9	L130	MCGL	45		1						Y (J	
10												
Company of the Compan	ges (When A	pplicable)			T							
Aircra	ft Charges:		Hourly Ra		x Total Hou	*			-			
Destin	nation Charges:		(Lan	ding Fees, Pa	rking/Storage	Fees,	Deicing	g Fees, e	ita.)	=		
Pilot 0	Charges:		Hourly Ra		x Total Hou	ırs				=		
Pilot F	Per Diem:		E 8 12	1. 00	Lodging					=		
							TOTA	AL AMO	UNT DI	JE =		
Coon	dinator's Signat	ure										
Fuel	Information	Location B/	S Gall	ons 202	Cost	Lo	cation	OT	Gallon	50	Cost	
Pleas	se Remit Payn	nent To: Fin	ancial Ma	nagement D	Division, NC	CO	K	50	Journa	l Number		
	Agency/D	eparlment/Div	/ision		Project Nun	nber				Activity i	D	
White	- Agency			Yellov	w - Maintenand	æ					Pink -	Pilots Office

AIRCRAFT MANIFEST AND TRIP INVOICE

	Dakota Depa 513 (6-2016)	artment of Tr	ansportati	ion, Mainten	ance	Refer	ence Doc	ument	Number	
Aircr	aft Identifica	tion								
Type King	Air		iil Number 202ND		Scheduled	Departure			duled Depar	ture Time
		Departure			Arrival		_	Hour I	Meter	Hours
Leg	Time	Loca	tion	Time	Loca	tion	707869		End	Flown
1	11:10	Biyan.	erck	1155	C9490	Hon	923	7	930.	40,7
2	1200	C44401	ton	1235	Donils	Lake	930	,4	930.	90.5
3	1500	Doute		1530	Coyect	w	930.	9	9365	0.5
4	1535	Carsel		11025	Birma	reck	93/	4	932.2	.8
5		, , ,	`							
6										
7										
8										
							Total Ho	urs		2.5
Pilot:	JH HO	ours:   5	App:		Day Land 2	Night Lan	d Ir	tercep	t Ho	old
Pilot:	DU HO	ours: [, ]	App: 51	18/695	Day Land 2	Night Lan	d Ir	tercep	1 / H	old
	Pa	ssenger List	of the same of the same of	5/ An	ency/Departme	nt/Division	, 1		Check Leg	
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5	Heid	1/01/	conf	100	14 9	courte	-		144	3000
6	-			-				느느		<u> 1000</u>
7				-				느느	7 1 1 1	
8	many to the same of the same of									
9				<del> </del>		-				
10	0.441									
	ges (When A oft Charges:	(pplicable)	Hourly Ra		x Total Hours				=	
_	nation Charges				arking/Storage F		g Fees, e	(c.)		
Constitution of	Charges:		Hourly Ra		x Total Hours				-	
Pilot	Per Diem:		I B A	<u> </u>	Loaging	TOT	AL AMOU	NT DI	,E =	
Coor	dinator's Signa	ture				101	AL AMOU			
F	Indoor St.	Lancier	To .	lone	Cost	Lacation		Sallons		ost
ruel	Information	Location B #	'4 Gal	80	Cost	Location		-anorts		rodt
Pleas	se Remit Payı	ment To: Fin	ancial Ma	anagement	Division, NDD	ОТ		lournal	Number	
	Agency/D	epartment/Di	vision		Project Number	er			Activity ID	
14.5.51				Valle	nu - Maintenanno					

AIRCRAFT MANIFEST AND TRIP INVOICE
North Dakota Department of Transportation, Maintenance Division

#### SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Tail Number: N200ND Type: King Air Scheduled Departure Date Scheduled Departure Time Flight Times 0745 Hour Meter Departure Arrival Hours Leg Time Ekren Location Time Location Begin End EFIL 339.7 1840 0×00 CRIS 376. 1000 tro 2 0.8 LFIR 740.3 34( , [ 34L v 918 1286 LAR 0.6 3 1345 180 342 4 /d()+ KFAR 1525 £ 705 3 41.7 /. D 6 Total Hours 2,0 Hours: ( Day Land Night Land Intercept Hold Pilot App: Day Land 2 Night Land Hold Pilot: Hours: 66 App: Passenger List Agency/Department/Division | Circle Legs Flown Lencin 1*90*9456 600 borodia 180456 2 1 2 3 4 5 6 3 1 2 3 4 5 6 4 1 2 3 4 5 6 5 1 2 3 4 5 6 6 7 1 2 3 4 5 6 1 2 3 4 5 6 8 9 1 2 3 4 5 6 1 2 3 4 5 6 10 Charges (When Applicable) x Total Hours Aircraft Charges: Hourly Rate: Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: Hourly Rate: x Total Hours B L D (circle all that apply) Pilot Per Diem: Lodging: Coordinator's Signature: Total Amount Due: Location Gallons 288 Cost Cost Fuel Information Location Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Project Number Activity ID Agency/Department/Division Yellow - MESD White - Agency Pink - Pilots Office

AIRCRAFT MANIFEST AND TRIP INVOICE

FN 7513 (6-2016)												
ircraft Identifica ype	Т	ail Num			Scheduled	Departure I	Date	Scheduled Departure Time				
Ging Air		202ND	· · · · · · · · · · · · · · · · · · ·			WOO			<i>1</i> 27.	50	>	
	Departure				Arrival			Hour Mete			Hours	
.eg Time	Loca	tion	_	Time	Locati	on	Begin			nd	Flown	
1 67312	1365			815	LPAD		96	2.7	961		0,6	
2 2 5	CFAD			247	£ 66K	20	7013		961	6	0.7.18	
3 1120	K 6F6			25	EFIL	96,690		1.0	901	.3	(30 <b>3</b> 5	
4 1530	LFF		K	15	£865		96	2.5	900	.7		
5							961	. 9	462	$\mathcal{L}$	0.8	
6							'					
7												
8												
							Total H	lours			0,0	
ilot: 138 H	ours: //	App:	7	D	ay Land Z	Night Lan	d	Intercep	t	Hold		
100	ours: 0.4	App:		-	ay Land Z	Night Lan		Intercep	-	Hold		
or r	.,9	Гирр.			, ca. 0	Trigin Con		ппогоор		1.1010		
Pi	ssenger List	t		Agei	ncy/Departmer	nt/Division			Check	_		
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I nc		THE RESIDENCE AND		W	brused			Ø.5	1 <del>1</del> 2	2 =		
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5 7		mos		− <i>V</i> ,	(oppose		***************************************	<u> </u>	NA I	<del></del>		
s + £	oy Buy	-			or allin	-		10 g	9 <u>124</u> 1	<del></del>		
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8		•						<del>     </del>		4 1	<del></del>	
9									101	48		
			-				-	100	1 1 1	70		
harges (When	Annlicable							JUL	1 11 1	نال		
ircraft Charges:	Applicable	Houri	y Rate		x Total Hours				T=			
estination Charge		+	·	ees Pa	rking/Storage F	eer Deicin	o Esser	ele l	-			
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ilot Charges:		-	y Rate								-	
rilot Per Diem:		□ E	5 🗆 L	_ D	Lodging				=			
						тот	AL AMO	UNT DI	JE =			
Coordinator's Sign	ature											
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uel Information	Location	7	Gallons (O()		Cost	Location	,	Gallon:	')	Cos	ı	
Please Remit Payment To: Financial Manage					Division, NDD				Numbe	er .		
Agency	/Department/0	nalsiviC			Project Number	er .	Ι		Activity	/ ID		
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AIRCRAFT MANIFEST AND TRIP INVOICE

Aircr	aft Identific	ation											
Туре			Tail Nur					Departure D			duled De	parlure	Time
King	AIF		N202N	ь,				MAY-	201		29:	30	
		Departure		-		Arriva				Hour N			Hours
Leg	Time	Lo	cation		Time Location			Be		Enc		Flown	
1	0930	Bism	acch	-	1010	WA	rFo	ROCK			971.	3	.6
2	1045	WATE	RO C	ity	1125	MA	NO	AN	971.		971.	8	_,
3	1405	MAN	DAN		1445	WAT	FO.	RO City	971	8	972	.,4	.6
4	1450	WATE	ORD C	ity	1525	BIS	MH	RCK	977	.4	972	-,9	ۍ.
5				•									
6													
7.							-						
8													
									Total H	ours			2-2
Pilot:	SE	Hours: /, (	App	:		Day Land	2	Night Land	1	ntercept	1	Hold	
Pilot:	-	Hours: 1, (	Арр			Day Land	2	Night Land		ntercept		Hold	
	DV	1.1	/ PAP			Dey Cario		riight Cane		ii.u cop		. 1010	
	P	assenger L	ist	- 1	Ag	ency/Dep	arlmei	nt/Division			Check L		
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2	BREN	1 51	NFO	RD.	60	V				LIE			
3							-			12 -			
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9										<u> </u>	I LI L		70
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	rges (When aft Charges:	Applicabl		ly Rat	•	x Total	Hours				=		
increment a	and the same of the same of				ding Fees, P			ne Delele		da V	-		
	nation Charg	es:	-					ees, Delang	g rees, e	HC.)	<del></del>		
	Charges:			ly Rat		x Total		-			=		
Pilot	Per Diem:			в 🔀	L D	Lodging	)				-		
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Coor	dinator's Sign	nature											
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	er Dessit O	The second second				Distalan	NDD						
r-rea	se Remit Pa	syment To:	rinanci	ai Ma	nagement	DIVISION	, NDD	JI.		Journal	Number		
	Agence	//Departmen	(/Division			Project	Numbe	r			Activity I	D.	
											- Terminal I	_	

North		NIFEST AND arlment of Transp			livision						
	,	,					Reference Do AM	cument Numb	xer .		
	aft Identif King Air	ication	Tail Number:	N200N[							
Contract Contract	The second secon										
Sched	led Departure	Time	Scheduled Dep	parture D			Fligh	nt Times			
		Departure		Arrival			Hour Mete	ır	Hours		
Leg	Time	Location	Time	ما	cation	Beg		End	Flown		
1	0245	<u> </u>	1530	_\$	25	373		374.0	0.5		
2	1605	<u>Q</u> &	1210		₩ Y12	-	+	37J.D	1.0		
3	1240	FAE	1880	110	J		0	<b>3</b> 757	0.2		
5			1			+			-		
6	-					-			+		
are constitution of	aka a sama atau a sama aka					Total H	ours		2.5		
	Dr	7-7-				1			111111		
Pilot:	-4.7	-	op:		Day Land 2 Day Land 1	Night La		ercept ercept	Hold Hold		
Pilot:	1/67	Hours:	vpp:		Day Care	INIGHT LB	114		1700		
	T	Passenge	r List		Agency/I	Departmen	nt/Division	Circle Le	gs Flown		
1	7.1		401.14		41	,		303	4 5 6		
2	Rec	est Box 1	7.0		27	600		1 🗷 3	4 5 6		
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4								1 2 3	4 5 6		
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6		- Long Control Control							4 5 6		
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Char	see (When i	Applicable)				-		1 2 3	4 5 0		
Citary	Aircraft Ch		urly Rate:		x Total H	lours					
		Charges: (Land	The state of the s	/Storac			Elc.)				
	Pilot Charg		urly Rate:	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	x Total H		, 200.,				
	Pilot Per D	iem: BLC	(circle all that ap	ppły)	Lodging:			= .			
	Coordinat	or's Signature:				Total An	nount Due:	= '			
Fuell	Information	Location C	Gallons Cost	t.		Location	Gallon	s Co	85		
Pleas	e Remit Pay	ment To: Fin	ancial Managem	nent Di	., NDDOT		Journal Num	iber			
		Α.	mount Due by A	gency/	Departmer	nt/Division					
	Ager	cy/Department/D	livision		Project Nur	mber	Activity ID				
	er a a commence a comm			-							
									-		
				-							

Pink - Pilots Office

White - Agency

AIRCRAFT MANIFEST AND TRIP INVOICE

	ikota Depan 3 (6-2016)	tment of Tra	anspo	rtation, N	/lainten	ance		Refere	inge Do	cument N	umper		
Aircraft Type	Identificati		î Num	ber		Scheduje	ed Der	narture (	ete	Sched	uled,Det	nedure	Time
King Air			02NE			6	757	201	)	00,000	140	20	11110
	D	eparture				Arrival				Hour M			Hours
Leg	Time	Locat	ion		Time	Lo	cation	Begin			End		Flown
1	1200	LBIS		1	<del>1</del> 40	62	il		476,1		476.	6	6.5
2	15-15	KOLL		15	40	ki	CAR		976	The second secon	977		5
3	1645	LEM	_	17	40	1	ERU	1	917		977		.7
4													
5												-	
6													
7													
8													
									Total H	ours			17
ilot: f	3 - Hou	rs: ,7	Арр:		1	Day Land	Ni	ight Land	1	ntercept		Hold	
ilot:	5/- HOU	rs: 1.0	App:		1	Day Land Z	_ Ni	ight Land	1	ntercept		Hold	
$\neg$	Paes	senger List		T	And	ency/Departn	nent/i	Division			heck L	egs Fl	own
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	s (When Ap Charges:	opiicabie)	Hours	y Rate		x Total Hou					-		
			Hour		D			D	-		-	er i consequence d	Serior Personal vision
	on Charges:				rees, P	arking/Storage		s, Deicin	g Fees.	etc.)	=		
ilot Cha			-	y Rate		x Total Hou	ırş				=		
Per Per	Diem:		□ E	3 🗀 L		Lodging					=		
Coordin	otovia Sianati		-					тот	AL AMO	UNT DUE	=	-	
Secrain	ator's Signatu	ire											
uel Inf	formation	Location BL	5	Gallons 9(a	,	Cost	I	Location	4R	Gallons 5(	)	Cost	
Please	Remit Paym		_			Division, N	DDOT	•		Journal I	Number		-
-	Agency/Da	epartment/Di	vision			Project Nur	nber			L	Activity I	D	
-													
White - A	gency				Yel	low - Maintenan	00					Pink -	Pilots Office

AIRCRAFT MANIFEST AND TRIP INVOICE

North SFN 3	Dakota D 7513 (6-201	)epa (6)	artment of T	ransportation	on, Mainter	nance	Re	derence Doc	ument	Number	
Aircr	aft Identii	fica	tion								
Type King	Air			ail Number 202ND			iled Departui ナムル				
			Departure			Arrival					Hours
Leg	Time		Loca	tion	Time	L	ocation	Beg	Hour Meter   Gin		Flown
1	CES	0,	BISMA	RCK	0930	FAI	960	984	0	981.7	.7
2	1105		FARGO	., ., .	14:13	5 KAL	TSPELL			784.	93.2
3											
4			7.5								
5	-										
7	-	_						-			
8						-					
•			227					Total Ho	ours		3.9
Pilot:	<i>54</i>	Но	urs: ,7	App:		Day Land	Night L	and Ir	ntercept	.	Hold
Pilot:		7 3 4					/ Night L		tercept		Hold
		_								0 11	-
		Pas	senger List		Ag	ency/Depar	tment/Divisi	ion			
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7		_		-					<u> </u>		
9		Passenger List  Gov Burgum  Cathry N Burgum  Folde Todes Hanse  es (When Applicable)  Charges: Hourt				-			부는		<u> </u>
10		MATERIAL STATES							井누		
	ges (Whe	n A	pplicable)								
	fl Charges			Hourty Re	te	x Total Ho	ours				
Desti	nation Char	rges	:	· (Lan	ding Fees, P	arking/Stora	ge Fees, Dei	cing Fees, e	ic.)	=	
Pliot	Charges:			Hourly Ra	te	x Total He	ours			-	
Pilot	Per Diem:			BAB	ΓØρ	Lodging				=	
				***************************************	•		т	OTAL AMOU	INT DU	E=	
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Fuel	Informati	ion	Location	Gall	ons	Cost	Locati	on T	Gallons		Cost
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AIRCRAFT MANIFEST AND TRIP INVOICE

North Dakota Department of Transportation, Maintenance Division

#### SFN 7513 (Rev. 09-2008) Reference Document Number AM Aircraft Identification <sup>Type:</sup> King Air N200ND Scheduled Departure Time Scheduled Departure Date Flight Times J4/4 Arrival Hour Meter Departure Hours Leg Time Flown Location Location End Time Begin 0745 Bismarck 0820 FAR 406.8 407 409. 2 0930 1045 WATFORD CI 107 s 3 1200 525 BIG 5 213 09. 409. 4 1555 525 .6 410.6 525 1650 FAR 409.7 5 1600 1805 BIS 6 411.4 . 8 410-6 Total Hours 46 Day Land 3 Night Land Intercept Hold Hours: Z Hold Day Land Night Land Hours: Z 3 App Agency/Department/Division Circle Legs Flown Passenger List 23 4 5 (6 Pot Bob 2 Jon 2345 Ketterling 1 2 3 4 5 Jar01 3 thorenson 1 2 3 4 5 DOEF/ 4 2 3 4 5 Hue+her 5 Ngacy2 3 5 6 6 benning 7 Sanford 2 **3 4**) 5 6 Goi 1 2 3 4 5 6 8 1 2 3 4 5 6 9 10 1 2 3 4 5 6 Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Hourly Rate: (B/1) 0 (circle all that apply) Pilot Charges: x Total Hours Pilot Per Diem: Coordinator's Signature Total Amount Due: Gallons 90 Cost Fuel Information Journal Number 246 Financial Management Div., NDDOT 25 Please Remit Payment To: Amount Due by Agency/Department/Division Agency/Department/Division Activity ID

Yellow - MESO

Pink - Pilots Office

White - Agency

## Bismarck Air Medical, LLC.

INVOICE

July 26, 2017

P.O. Box 974 Mandan, ND 58554 701-255-0612

INVOICE #

Bill To: NDDOT For:

CHARTER SERVICES

431 BG

Date of Service	Passenger	Destination	Department	Flight Hours	Hold Hrs	COST
7/21/2017	Sanford, et all	Far	Governor	3.1	6.4	
		·				<del> </del>
Second in Command ·						\$450.00
Airport Facility Fee						\$0.00
						-
				3.1	6.4	4

Subtotals:

\$3,875.00 \$320.00

Total Due

\$4,645.00

Make all checks payable to: Blamarck Air Medical

THANK YOU FOR YOUR BUSINESS!

Title	ND DOT
Time of Departure	7/21/2017 8:25
Where are we going?	S25-Rolla,JS/JR
Request a plane option	431BG, King Air
Passenger #1	Lt Gov Brent Sanford
Passenger #1 Weight	
Passenger #2	Robert Becklund
Passenger #2 Weight	
Passenger #3	Terry Steinwand
Passenger #3 Weight	
Passenger #4	Melissa Baker
Passenger #4 Weight	
Passenger #5	Kelly Ivahnenko
Passenger #5 Weight	
Passenger #6	
Passenger #6 Weight	
Passenger #7	
Passenger #7 Weight	
Equipment List	
Equipment Weight	
Other Charter Business	Sanford picked up and dropped off in S25
Time of Return	7/21/2017 16:30
. M. P. S	
Contact person & phone number	Mike Huelsman 701-214-7722
Total Weight	890
Total number of passengers	5
Destination	S25-Rolla,JS/JR
Estimated Cost of Flight	No

#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Tal Number: N200ND Type: King Air Scheduled Departure Time Scheduled Departure Date Flight Times 8-7-2017 0815 / 1800 Hour Meter Departure Arrival Hours Time Flown Location Location Time Begin End 0900 0945 414.7 417.3 BIS FAK TH BIS 7 2 1000 FAR 1040 417.3 418.0 BIS ч 1845 3 P3 3 1815 418.0 418.4 3 2245 BIS 418.4 418.7 4 2220 5 6 Total Hours 2.0 Intercept JH Day Land 3 Night Land Hold Hours: Pilot: App: Night Land MT Pilot: Hours App: 65 Passenger List Agency/Department/Division | Circle Legs Flown 1 @ \$ \$ 5 6 1 2 \$ \$ 5 6 1 601 Bugun 2 <u>60ehrina</u> Dong Ag Comm 1 2 (0) (4) 5 6 3 Cassandra Torstenson Bo/ 1 2 3 4 5 6 Min Novatzhi 4 Gov 5 1 2 3 4 5 6 1 2 3 4 5 6 6 1 2 3 4 5 6 7 1 2 3 4 5 6 8 9 1 2 3 4 5 6 1 2 3 4 5 6 10 Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: Hourly Rate: x Total Hours Pilot Per Diem: B L D (circle all that apply) Lodging: Coordinator's Signature: Total Amount Due: Location Gallons Cost Fuel Information Location Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Project Number Activity ID Agency/Department/Division

Yellow - MESD

Pink - Pilots Office

White - Agency

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## Appendix B – Non-State Personnel

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#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Tall Number: N200ND Type: King Air Scheduled Departure Date 26 Sep 16 Scheduled Departure Time 1630 Flight Times Hour Meter Departure Hours Leg Flown Location Time Location Begin End CHEO WORLS 301.6 B1700 Minot 1 302.0 2130 2805 BOS 302.5 2 моч <u> 302.0</u> 3 2230 3026 13I/S 302.5 BVS 4 5 6 Night curroney Total Hours Night Land Hours: Day Land Intercept Pilot: ナ坊 App: Day Land Night Land • Intercept Hold Pilot: Hours: App: Passenger List Agency/Department/Division | Circle Legs Flown of Greek 1 2 3 4 5 6 GOV Betsy 2 3 4 5 6 1 2 3 4 5 6 ern Ranschen belger 3 1 2/3 4 5 6 4 Ryan Tax 3 4 5 6 inve 5 23456 6 23456 7 1 2 3 4 5 6 8 1 2 3 4 5 6 9 1 2 3 4 5 6 10 Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: x Total Hours Hourly Rate: Pilot Per Diem: B L Dicircle all that apply) Lodging Coordinator's Signature: Total Amount Due: Location Gatons Fuel Information Location Journal Number Please Remit Payment To: Financial Management Div., NODOT Amount Due by Agency/Department/Division Agency/Department/Division Project Number Activity ID Yellow - MESO White - Agency Pink - Pilots Office

#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Tall Number: N2COND Type: King Air Scheduled Departure Date 9-23-16 Scheduled Departure Time Flight Times 1100 Hour Meter Departure Arrival Hours Leg Location End wortford City 2 30 3 4 5 6 Total Hours Pilot: 9 F Hours: Night Land Hold Day Land Night Land Intercept Pilot: 00 Hours: Agency/Department/Division Orcle Legs Flown Passenger List 1 23 4 5 6 Rauschen berge 1 23 4 5 6 1/23456 3 TA 1/23456 4 23456 5 23456 6 Hardmeyer (1)23456 7 Public Ing+ 23456 8 1 2 3 4 5 6 9 1 2 3 4 5 6 10 Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Hourly Rate: Pilot Charges: x Total Hours B (C) (circle all that apply) Pilot Per Diem: Lodging: Coordinator's Signature: Total Amount Due: Lecation Galiona Cost Fuel Information Castion Gallons 120 Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Agency/Department/Division Project Number Activity ID Yellow - MESD Pink - Pilots Office

#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification <sup>Type:</sup> King Air Tail Number: N200ND Scheduled Departure Time v 21-2016 **Flight Times** Hour Meter Departure Hours Leg Time Time Location Begin 420 1340 322.4 2330 2245 323.2 2 3 4 5 6 ч Total Hours Pilot: Hours: Day Land Night Land Intercept Hold App Day Land Night Land Intercept Hold Pilot: コH Hours: .8 App Agency/Department/Division Circle Legs Flown Passenger List 1 2 3 4 5 6 23456 3 2/3 4 5 6 4 Tet Doyl 23456 5 23456 6 23456 7 1 2 3 4 5 6 8 1 2 3 4 5 6 9 1 2 3 4 5 6 IQ. Charges (When Applicable) Hourly Rate: x Total Hours Aircraft Charges: Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: Hourly Rate: x Total Hours B L(D)circle all that apply; Pilot Per Diem: Lodging: Coordinator's Signature: Total Amount Due: Fuel Information (CATC Cost LOCABOFK Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Project Number Activity ID

Yellow - MESD

Pink - Pilota Office

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	Coordinat	or's Signature	!:			Total Amount	Due:	=		
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Please	Remit Pay	ment To: P	inancial Manage	ment Di	v., NDDOT	Journ	al Numb	er		
			Amount Due by	Anone	/Denartmar	t(Division			-	
	Agen	cy/Department		- gency	Project Nur			Activity ID		
	riger	Vy Dopartinent	- DIVIDION		, rojeci ivui	noei .		Taction 10		
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Aircra	aft identification	on									
Type King		Та	il Number 202ND		Scheduled	Departure (		Sched	luled Der	parture	Time
	De	eparture			Arrival	1000		Hour M			Hours
Leg	Time	Local	ian	Time	Loca	ation	Beg	in	End		Flown
1	123	KBIS		1110	600	il	476	7	876	6	6.5
2	15-15	IDEL		1540	KF	AR	976.	V	977.		.5
3	1645	: LEM		1740	k	RU	977.		977	18	7
4					,						
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8							Total Ho	oure	No. of the latest terms of		17
Pilot:	BE Hour	e: -7	App:	- Ir	Day Land	Night Land	4 10	tercept		Hold	
Pilot:			Арр:		Day Land 7	Night Land		nercept		Hold	
Pilot.	S/—Hour	5. I.O	App:	j.	Day Land	, INIGHT Cand	2 11	ilercept		Hold	
	Passe	enger List		Age	ncy/Departm	ent/Division		1 2	heck Lo	egs F 5	lown 6 7 8
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2	616	n Ba	164		Gor off	166					
3	Jod	Ugel			Cours	Tro		ㅁ묜			
4	Dec	de Hus	04		6u.	Alex					
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6	40		diti'		692	6 (ta)			N O		
7	to	sse Bug	4h		600	01-05		$\overline{\sqcap}$	<u> </u>		
8								<u> </u>	<u> </u>	<u> </u>	
10								무무		片	
	ges (When Ap	nlicable)								ш	
the state of the s	ft Charges:	pileubity	Hourly Ra	te	x Total Hours	3			œ		
Destin	ation Charges:		(Lan	ding Fees, Pa	arking/Storage	Fees, Deicing	Fees, e	ic)	=		
	harges:		Hourly Ra	te	x Total Hours	3			=		
Pilot P	er Diem:		ПвГ	LOO	Lodging				=		
						TOTA	AL AMOU	INT DUE	E =		
Coord	linator's Signatur	e									
Fuel	Information	Location BL	Gall	ons 90	Cost	Location	4R	Gallons S(	)	Cost	
Pleas	e Remit Payme	ent To: Fin			Division, NDI	тоот		Journal	Number		
	Agency/Dep	partment/Dir	vision		Project Numb	per			Activity II	D	

North	CRAFT I Dakota D 513 (6-201	ера									Refere	nce Do	cument	Num	ber			ý
Aircr	aft Identif	icat	ion															
Type King	Air				Number 02ND			Sched		Depa 4/s	rture C	ale	Schi	edule 37		arture	Time	
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7																		
8																		
												Total F	lours				1.9	<u>/</u>
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	nation Char	ges:	-	+			rees, Pa	rking/Store		ees, t	Jelang	rees,	eic.)	+	-			$\dashv$
	Charges: Per Diem:			-	Hourly R	ale T L	Пр	x Total H	lours					-				$\dashv$
PIKA	rei Dieiri.							Lodging			TOTA	LAMO	UNT D	_				$\dashv$
Coore	dinator's Si	gnat.	ıre								1012	LAIIC	01110	- C				-
Fuel	Informati	on	Location		Ga	llons 171		Cost		Lox F	AIZ		Gallon -S	50		Cost		
Pleas	se Remit P	ayn	ent To: F	ina	ncial M	anag	ement [	Division,	NDD	от			Journa	al Nur	mber			
	Agen	cy/D	epartment	/Divis	sion			Project N	lumbe	er				Acti	ivity IC			
White	- Agency						Yelo	w - Mainten	ance							Pink -	Pilots Of	ice

AIRCRAFT MANIFEST AND TRIP INVOICE

	Dakota Depa (513 (6-2016)	rtment of Tr	ansportati	on, Mainte	nance		Refere	ence Doc	ument	Number		
Aircr	aft Identificat	ion										
Type King			il Number 202ND			luled Dep		ate	Sche	duled Dep		e Time
		Departure			Arrival		-		Hour			Ноигв
Leg	Time	Local	lion	Time		Location		Beg	in	End		Flown
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3	1/10	کری		1140	4/20	ren		995	.0	995.	ے	_3
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8												
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Pilot:	SF Hor	urs:	Арр:		Day Land	Nig	ht Land	1 1	ntercep	t	Hold	
	Pas	senger List		Ao	ency/Depa	rtment/D	ivision			Check Lo	~	
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3	Mike No			<u> </u>	11/	_					岩	
4	Doug Go	,		^	DO AC		:55 FA	-			분	
5	Jodes t				600 0	Pec			무는		_	
6		bekor.							뉴뉴			
7	Kathryn	Dugum							井누			
8	Josse C				<del>- 4</del>							
9	Cassandla		Son								₽	
10	Rabble	gut				-			7-	100		
	ges (When A	pplicable)										
	ift Charges:		Hourly Ra	le	x Total H	ours				=		
Desti	nation Charges:		(Lan	ding Fees, F	Parking/Stora	ge Fees,	Deicing	Fees, e	tc.)	E .		
Pilot I	Charges:		Hourly Ra	le	x Total H	ours				=		
Pilot I	Per Diem:		□в□	100	Lodging		TOTAL CONTRACTOR			=		
							TOTA	L AMOL	INT DU	E=		
Coor	dinator's Signat	ure										
Fuel	Information	Location	15 Gall	ons <b>29</b> 110	Cost	Lo	ocation	R	Gallons		Cost	
Pleas	se Remit Payr	nent To: Fin	ancial Ma	nagement	Division, I	NDDOT			Journa	Number		
	Agency/D	epartment/Di		24	Project N	umber				Activity II	D	
White	- Agency			Yel	low - Maintena	ecne					Pink -	Piots Office



Executive Air Taxi 2301 University Dr Building #1852-48 PO Box 2273 Bismarck, ND 58502 701-258-5024 www.executive-air.com

Sold To: DEPT, OF TRANSPORTATION 638 E BOULEVARD BISMARCK, ND 50506

invoice: FW17-173433 Account #: ND HIGH

7/22/2017 4.09PM

Ship To: DEPT. OF TRANSPORTATION

Sales Person:

Jharm-Harm

	Туре	Item/Description	CI7	Aircraft	Quantity	Unite	List Price	Dfsc	Unit Price	Extended
1	Chirt	Charter, Quote: 1072		N100K8	1.0	Trip	4,573.05		4,573.05	4,573.08
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			7/22	2017						
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		To: Jamestown Rgnt 2 From: Jamestown Rgnt			Jamestown, N Jamestown, N	_			ı	
		To: Minot Intl			Minot, ND				i	
		3 From: Mjnot-inti			Minot, ND				- 1	
		To: Blamerck Muni			Biamarck, ND					
		Aircraft Charges		. :	3,750.00 450.00				- 1	
		Additional Crew Che FET	arge		319.00				- 1	
		STATE USE FEE		- :	54.00					
		PILOT: KEVIN COST								
		PASSENGERS:							1	
		GOVENOR BURGUM								
		DAUGHTER								
2	8ve	4131,200		N46CV	1.0	Each	0,00		0.00	N/
		Bales - Charter Income-Cüstomer FW							~	
		1 HOUR OF FLIGHT TIME WAS ADDE BISMARCK FROM MINOT,	D T	O THE INVO	CE FOR HAVIN	G TO REP	O AIRCRAFT TO	AND FR	OM	
Ť	$\vdash$	Chouse for 1 (4 cm miles - )				-	Subtotal.	-		4,573.0
		Charter Taxes/Focs: 319.05					Total Due			4,573.0
		Terms: Net 30 Daye								
- 1		Terror Days								
									- 1	
		Thank you for your busin	nes	s.						
		Thank you for your busin Like us on Facebook!	nes	is.						
			nes	is.						
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		Like us on Facebook!  Please send payment within 15	day	s of receivi		invoice RE AU	date. CEIVED	)	(18%	

Printed: 7/31/2017

Page; 1

## Bismarck Air Medical, LLC.

INVOICE

July 26, 2017

P.O. Box 974 Mandan, ND 58554 701-255-0812

INVOICE #

Bill To:

NDDOT

For: CHARTER SERVICES

431 BG

Date of Service	Passenger	Destination	Department	Flight Hours	Hold Hrs	COST
7/22/2017	Burgum, et all	bis-mot-far-bis	Governor	2.3	0	
Second in Command			1			\$450.00
Airport Facility Fee						\$0.00
-		-	-			
			-			
		Subtotals:		2.3 \$2,875.00	0 \$0.00	

Total Due

F :583 325 00

Make all checks payable to: Bismarck Air Medical

THANK YOU FOR YOUR BUSINESS!

State Auditor Note:
Passengers – Governor Burgum, First
Lady, and Daughter

North	RAFT M Dakota De 13 (Rev. 09-2	ANIFEST AN partment of Tran	D TR	IP INVOIC tion, Mainte	CE enance l	Division						
								Referen	ce Doc	ument Numb	er	
	aft Ident King Air	ification		Tai Number:	N200N	D						
-	uled Departur	e Time		Scheduled Q	ерадусе (	Pale	$\exists$			71		
		- 11700		C	15/2/	100)	-			Times	_	
Leg	Time	Departure			Arriva		-	Hour	Meter		_	own
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4											-	
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6											ļ.,	.,
								Total Hours	******		$\perp L$	4
Pilot:	BL	Hours: / </td <td>App:</td> <td></td> <td></td> <td>Day Land</td> <td>71</td> <td>Night Lang</td> <td>Inte</td> <td>rcept</td> <td>Hok</td> <td>1</td>	App:			Day Land	71	Night Lang	Inte	rcept	Hok	1
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	Pilot Cha	on Charges: (Lar			ng/Stora				To the last			
	Pilot Cria	<del>V</del>	lourly f D (cin	cle all that a	apply)	x Total Lodging		<u>s</u>		-	min more	
		tor's Signature			-,,/	2008		otal Amount 0	ue:	-		The Transfer
Fuel I	nformatio	n Location /	Gallon	s Co	ost			sation G	allons	7 Co	şl.	
Please	e Remit Pa	yment To: Fi	inanci	ai Managei	ment Di	v., NDD01	r	Journal	Numb	¢t.		
								laneau.com				
			Amou	nt Due by	Адепсу	Departme	nt/D	ivision				
	Age	ncy/Department/	Divisio	n		Project No	ımbe	ır		Activity ID		
									Total Search	-		
							_					

Yellow - MESD

Pink - Pilots Office

	aft Identifica	tion							-0.5
Type King	Air		Tali Number N202ND		Scheduled De			eduled Departure	e Time
		Departure			Arrival			Meter	Hours
Leg	Time	Lo	cation	Time	Location		Begin	End	Flown
1	0900	BI	4	0945	FAR		10/9.0	1019.7	.7
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3									
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						1	otal Hours		1.4
Pilot:	74 Ho	urs: , 7	Арр:	D	ay Land \ Ni	ight Land	Interce	pt Hold	
Pilot:		urs: .7	App:	+		ight Land	Interce		
1 2 3 4 5	Chri PAM Myly Guve Kaxh Robbic		nes ness ufte Gurge Burgen	<i>j</i> -	teu/kh	DIVISION	Z:1		
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8 9 10 Char	ges (When A fi Charges:	- Noyl	Hourly Ra	ile	x Total Hours		0	-	
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8 9 10 Charr Aircraí	ges (When A fi Charges:	- Noyl	Hourly Ra	ile ding Fees, Par	x Total Hours	s, Delaing	0		
8 9 10 Charra Aircra Destin	ges (When A fi Charges: nation Charges	- Noyl	Hourly Ra (Lar	ile iding Fees, Per	x Tolal Hours king/Storage Fees	s, Delaing	0	K	
8 9 10 Charra Aircra Destin	ges (When A fi Charges: nation Charges Charges:	- Noyl	Hourly Ra (Lar Hourly Ra	ile iding Fees, Per	x Total Hours king/Storage Fees x Total Hours		0	=	
8 9 10 Chary Aircra Destin Pilot C	ges (When A fi Charges: nation Charges Charges:	pplicable	Hourly Ra (Lar Hourly Ra	ile iding Fees, Per	x Total Hours king/Storage Fees x Total Hours		Fees, etc.)	=	
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							Refer	ence Do	cument	Numbe	ır	
	<b>aft Identifi</b> King Air	cation		Tai Numbe	r: N200N	ID.	7					
	uled Departure 1	7		Scheduled								
Schedi	19 3/2					2017		Flight	t Time	95		
		Departure		07.21	Arriva		Hor	ar Meter			Ho	ure.
Leg	Time	Locati	on	Time		Location	Begin		End		Fio	
1	12/5	P.T.		1245	wate	Ford Cits		45	/37	8	0	4
2	13424	Victoria	1 Cit	1440	6.6	r	437.9	4	138	27	0	20
3	2000	GEK		3/6	Wat	Ford Cit	488.	> 3	139	27	7.	,,,
4	2/15 6	wetters	( CH	2 150	BI	5	439	24	40	7.	1	7.6
5							7	,	,		-	_
6												
							Total Hours	;			2	. 8
Pilot:	7 /4 H	ours: /	S App			Day Land	Night Land	) Inte	rcept		Hold	
Pilot:		ours:/	App:			Day Land	Night Land	Inte	rcept		Hold	
			TURP.									
		Pass	enger Li	ist		Agency/De	epartment/Di	vision	Circl	e Les	gs Fl	own
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and the state of	Anger	y/Departm			Agency	Project Num			Activity	v ID	-	
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Aircra	aft Identifica	tion										
Type King			Tail Number N202ND		Schedu		Peparture Da	te	Sched	Juled De	partur	e Time
٦		Departure			Arrival	- NL	9011		Hour N	leter		Hours
Leg	Time	Lo	cation	Time	L	ocati	on	Bo	gin	End	1	Flown
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Pilot: /	BE H	ours: 0.2	Арр:		Day Land	1	Night Land	1	ntercept		Hold	
Pilot:	2 14	ours:	Арр:		Day Land		Night Land		ntercept		Hold	
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					- Management of the Control							-
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AIKCKAFT WANIFEST AND TRIP INVOICE

	Dakota De 513 (6-2016)	partment of )	Transp	ortation,	Mainter	ance		Kelei	ence Do	ocument i	vuilloei		
_	aft Identific	ation								1			
Type King	Air		Tall Nur N202N			Sche		Departure (	Date	Sche	duled De		e Tim
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#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Tail Number: N200ND Type: King Air Scheduled Departure Time Scheduled Departure Date Flight Times 10 Jun 16 Arrival Hour Meter Departure Hours Time Flown Location Time Location End Begin BLS 271.7 1440 DIK 273.8 1500 1700 Sidway, W 271. 7 3 1845 2125 275.2 suchson, WY B15 273.8 4 5 6 **Total Hours** 3.7 Intercept Haid Hours: 1,4 Night Land Pilot: ${\it D}{\it V}$ Day Land Night Land Day Land Pilot: 5/ Hours: App: Agency/Department/Division | Circle Legs Flown Passenger List 12)3 4 5 6 Praunicak 1(2)3 4 5 6 Gar 1 (2)3 4 5 6 1 2 3 4 5 6 4 1 2 3 4 5 6 5 1 2 3 4 5 6 6 23456 7 23456 8 1 2 3 4 5 6 8 1 2 3 4 5 6 10 Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: Hourly Rate x Total Hours B L(D)(circle all that apply) Pilot Per Diem: Lodging: Coordinator's Signature: Total Amount Due: 0 Fuel Information SAC IOO Please Remit Payment To: Financial Management Div., NDDOT Journal Number Amount Due by Agency/Department/Division Project Number Activity ID Agency/Department/Division Trip Cost - \$6,172

Yellow - MESD

Pink - Pilots Office

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AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division

#### SFN 7513 (Rev. 09-2008) Reference Document Number AM Aircraft Identification Tail Number: N200ND Type: King Air Scheduled Departure Time Scheduled Departure Date OU/19/10 Flight Times Hour Meter Departure Arrival Hours Time Flown Location Time Location Begin End 1113 1830 27 43 0.9 278. 1315 2 1400 279.8 280.5 3 4 5 6 Total Hours Pilot: BC Day Land Night Land Intercept Hold Hours App: Night Land Intercept Hold Day Land Pilot: ゴド Hours: App: Agency/Department/Division Circle Legs Flown Jack Deby sale Batsy Buly spoke 4 5 6 1 3 4 5 6 2 23456 3 1 2 3 4 5 6 4 23456 5 6 1 2 3 4 5 6 7 23456 1 2 3 4 5 6 8 1 2 3 4 5 6 9 1 2 3 4 5 6 Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours = = Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: = Hourly Rate: x Total Hours B(L)D (circle all that apply) Pilot Per Diem: Lodging: Coordinator's Signature: Total Amount Due: Cost Cost Location RAH Fuel Information Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Agency/Department/Division Project Number Activity ID Trip Cost - \$2,650

Yellow - MESD

Pink - Pilots Office

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#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division Reference Document Number Aircraft Identification Type: King Air N200ND Scheduled Departure Timo Scheduled Departure Date Flight Times 2000 10-8-17 Hour Meter Departure Arrival Flown Time Location Begin End 1355 2030 4.6 388 1 392.7 1 002.5 2 3 4 5 8 46 Total Hours intercept Hold Night Land Pilot: DV Hours: U.Lo Day Land App: Night Land Hold Pilot: JH App: Agency/Department/Division Circle Legs Flown Passenger List 1)23456 Novatzhi 1 2 3 4 5 6 2 23456 3 23456 4 23456 5 1 2 3 4 5 6 6 23456 7 23456 5 23456 9 1 2 3 4 5 6 10 Charges (When Applicable) x Total Hours Aircraft Charges: Hourly Rate: Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) = Hourly Rate: = Pilot Charges: x Total Hours B L D (circle all that apply) Pilot Per Diem: Lodging Coordinator's Signature: Total Amount Due: Fuel Information Location Gallons Cost Location Cost Galloning. Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Agency/Department/Division Project Number Activity ID Trip Cost - \$15,147

Yellow - MESD

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Pink - Pilots Office

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#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SEN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification <sup>Type:</sup> King Air N200ND Scheduled Departure Type Scheduled Departure Date Flight Times Departure Hours Leg Location Time Location End 1925 4280 431.8 1 0025 Mishiph OC 3.8 2 3 4 5 6 3.8 **Total Hours** Hold App: 115 ) A Day Land Intercept Hours: 3 8 Night Land Hours: App: Agency/Department/Division Passenger List Circle Legs Flown 11 2 3 4 5 6 2 3 4 5 6 2 1/23456 3 23456 4 23456 5 23456 6 23456 23456 3 1 2 3 4 5 6 9 1 2 3 4 5 6 Ю Charges (When Applicable) x Total Hours Aircraft Charges: Hourly Rate: Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: Hourly Rate: x Total Hours Pilot Per Diem: B L/Dicircle all that apply) Lodging Coordinator's Signature: Total Amount Due: Fuel Information Location Cost Gallona 7,02 Cost Location Gallons Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Activity ID Project Number Agency/Department/Division Sept 6<sup>th</sup> to Sept 8<sup>th</sup> see next page

Yellow - MESD

Pink - Pitots Office

#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2006) Reference Document Number Aircraft Identification <sup>Type:</sup> King Air Tail Number N200ND Scheduled Departure Time Scheduled Departure Date Flight Times 9-7-17 1500 Hour Meter Departure Arrival Hours Lég Time Location Time Location Bagin End 434.9 3.1 2015 EAD 2220 ATW 431.8 |客CO15 434.9 4.7 2 2240 ATW FAR 434.6 3 0625 GAR 0125 13ES 436.6 437. Z ٠, 4 5 6 5.4 **Total Hours** 56 App: Night Land 3 Hold Pilot: Hours: Day Land Intercept 311 Day Land Night Land Pilot: Circle Legs Flown Passenger List Agency/Department/Division <u>OO3456</u> Robbic 1 2 3 4 5 6 2 23456 3 1 2 3 4 5 6 4 1 2 3 4 5 6 5 23456 6 1 2 3 4 5 6 7 23456 8 1 2 3 4 5 6 9 1 2 3 4 5 6 10 Charges (When Applicable) Aircraft Charges: Hourty Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: Hourly Rate: x Total Hours B L D (circle all that apply) Pilot Per Diem: Lodging Coordinator's Signature: Total Amount Due: Cost Location Cost Fuel Information Location MW Please Remit Payment To: Journal Number Financial Management Div., NDDOT Amount Due by Agency/Department/Division Activity ID Agency/Department/Division Project Number Trip Cost - \$14,939

Yellow - MESD

Pink - Pirots Office

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#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number AM Aircraft Identification Type: King Air Tail Number: N200ND Scheduled Departure Time Scheduled Departure Date Flight Times 0700 9-28-17 Departure Arrival Hour Meter Hours Leg Flown Location Time Location Begin End 08115 0800 FAR 448.4 BIS 4490 09.55 DAO DAO 2 EAR 1315 449.0 452.3 3.3 AN 3 TAID 4 5 6 3,9 **Total Hours** Day Land 2 Hold ΔH Night Land Intercept Hours: 3.4 App: Day Land Night Land Intercept Hold Pilot Hours: App: Passenger List Agency/Department/Division Circle Legs Flown B 2 3 4 5 6 Brent Sanford 1 2 3 4 5 6 2 Leus Bachmeier 0 2 3 4 5 6 Marto Andreson 3 Jim Sweeney 2 3 4 5 6 4 1 2 3 4 5 6 5 Greg Tehren 23456 6 23456 7 1 2 3 4 5 6 8 9 1 2 3 4 5 6 1 2 3 4 5 6 10 Charges (When Applicable) Aircraft Charges: x Total Hours Hourly Rate: Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: Hourly Rate: x Total Hours B(L) D(circle all that apply) Pilot Per Diem: Lodging = Coordinator's Signature: Total Amount Due: Gallons Cost FAP Gallons Cost Fuel Information 230 Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Agency/Department/Division Project Number Activity ID Sept 28<sup>th</sup> to Sept 29<sup>th</sup> see next page

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#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Tail Number: N200ND Type: King Air Scheduled Departure Time Scheduled Departure Date Flight Times 1200 10-3-17 Arrival Hour Meter Time Flown Location Time Location **Begin** End 1735 461.2 BIS FAD 1 1215 457.4 2 3 4 5 6 Total Hours 3.8 Hours: 3 Night Land intercept Day Land Pilot JH App: Day Land Intercept Hold Night Land Pilot: Hours: DV App: Passenger List Agency/Department/Division | Circle Legs Flown 123456 Beebler 1 2 3 4 5 6 2 Brent Sunford 3 1 2 3 4 5 6 1 2 3 4 5 6 4 1 2 3 4 5 6 5 1 2 3 4 5 6 в 1 2 3 4 5 6 7 1 2 3 4 5 6 8 1 2 3 4 5 6 9 1 2 3 4 5 6 Ю Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: Hourly Rate = x Total Hours Pilot Per Diem. B L D (circle all that apply) Lodging: Coordinator's Signature: Total Amount Due: Fuel Information Location Galons 32 1 Location Gallons Cost Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Agency/Department/Division Project Number Activity ID Oct 3<sup>rd</sup> to Oct 4<sup>th</sup> see next page Yellow - MESD

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#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification <sup>Type:</sup> King Air N200ND Scheduled Departure Time Scheduled Departure Date Flight Times 1400 Marca Departure Hours Leg Flown Location 1320 ic (cingun Bismarch 2 1900 3 4 5 6 **Total Hours** Pilot: Hours: Day Land Night Land Intercept Hold App: 874689 Day Land Night Land Intercept Hold App: Cp.5 14 Agency/Department/Division | Circle Legs Flown 2 3 4 5 6 1 2/3 4 5 6 2 1 2 3 4 5 6 3 1 2 3 4 5 6 4 1 2 3 4 5 6 5 1 2 3 4 5 6 6 1 2 3 4 5 6 1 2 3 4 5 6 8 1 2 3 4 5 6 9 1 2 3 4 5 6 Charges (When Applicable) Aircraft Charges: Hourly Rate: æ Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) = Pilot Charges: Hourly Rate. x Total Hours = D)(circle all that apply) Pilot Per Diem: Lodging: = Coordinator's Signature Total Amount Due: = Location Cost Fuel Information Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Activity ID Agency/Department/Division Project Number Trip Cost - \$2,023 Yellow - MESD Pink - Pilots Office

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#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Tail Number: Type: King Air N200ND Scheduled Departure Jing 10 Flight Times Hour Meter Arrival Hours Leg Flown Location Time Location Begin End 0815 FFAR 237.7 0900 137.D 237.7 1530 1450 238.5 . 8 3 4 5 6 **Total Hours** 1.5 Hou 🏖 Pilot: Day Land Night Land Intercept Hold App: Night Land Intercept Hold Day Land Pilot Hours: 0.8 App Passenger List Agency/Department/Division | Circle Legs Flown DO 3 4 5 6 1763456 Gur 0/42 2 1 2 3 4 5 6 3 1 2 3 4 5 6 4 1 2 3 4 5 6 5 1 2 3 4 5 6 6 1 2 3 4 5 6 7 1 2 3 4 5 6 8 1 2 3 4 5 6 9 1 2 3 4 5 6 10 Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: Hourly Rate: x Total Hours Pilot Per Diem: B U D (circle all that apply) Lodging: 2 Coordinator's Signature: Total Amount Due: Location Gallons Cost **Fuel Information** Pleasa Remit Payment To: Journal Number Financial Management Div., NDDOT Amount Due by Agency/Department/Division Agency/Department/Division Project Number Activity ID Trip Cost - \$3,077

Yellow - MESD

Pink - Pilots Office

#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Tail Number: Type: King Air N939BW Scheduled Departure Time Scheduled Departure Date Flight Times 0830 Marc Arrival Departure Hours Leg Flown Time Location Time Location End 0820 877,2 877.8 corersto. BUS 0900 5 877.2 1420 532 1510 4 5 6 **Total Hours** 1.6 Intercept Pilot: > H Hours: Day Land 2 Night Land Hold App: Night Land Day Land Intercept Pilot: Hours: App: Agency/Department/Division | Circle Legs Flown Passenger List 1 2 3 4 5 6 2)3 4 5 6 23456 3 23456 4 23456 5 23456 в 1 2 3 4 5 6 1 2 3 4 5 6 8 1 2 3 4 5 6 9 1 2 3 4 5 6 10 Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: Hourly Rate x Total Hours B(U) D (circle all that apply) Pilot Per Diem: Lodging: Coordinator's Signature: Total Amount Due: Location Gallons Cost Fuel Information Location 3/5 Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Agency/Department/Division Project Number Activity ID

Trip Cost - \$2,469

Yellow - MESO

Pink - Pilots Office

#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Tail Number: N200ND <sup>Type:</sup> King Air Scheduled Departure Time Scheduled Departure Date Flight Times 20 111 30/1 Hour Meter Arrival Departure Hours Leg Flown Location End Begin 1250 251.8 0.7 1770 Farso 25% 'smarch 2 3 4 5 6 Total Hours Night Land Intercept Hold Day Land Pilot: SF Hours: O. 7 App: Day Land Night Land Hold Hours: Passenger List Agency/Department/Division Circle Legs Flown 600 1223 4 5 6 Paleymple 1 1 2 3 4 5 6 2 Guar of 3 23456 23456 4 1 2 3 4 5 6 5 1 2 3 4 5 6 6 1 2 3 4 5 6 7 8 1 2 3 4 5 6 23456 9 10 1 2 3 4 5 6 Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) = Pilot Charges: Hourly Rate: . x Total Hours Pilot Per Diem: B OD (circle all that apply) Coordinator's Signature: Total Amount Due: Location Kar Gallons 52) Gallens 153 Cost Cost **Fuel Information** Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Activity ID Agency/Department/Division Project Number Trip Cost - \$2,564

Yellow - MESD

Pink - Pilots Office

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#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dekota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Tail Number <sup>Type:</sup> King Air N200ND Scheduled Departure Time Scheduled Departure Date Flight Times 715 -05 Hour Meter Departure Hours Leg Flown Time Location Location End 72.83 257.6 Birmanca 258.7 0.5 1330 1400 スケモル 4 5 6 Total Hours Pilot: SF Hours: Day Land Night Land Intercept Hold Night Land Day Land Intercept Hold Hours: O. 6 Pilot. Passenger List Agency/Department/Division | Circle Legs Flown 1/2/3 4 5 8 Daleymple 123456 23455 1 2 3 4 5 6 4 1 2 3 4 5 8 5 1 2 3 4 5 6 ß 1 2 3 4 5 6 7 1 2 3 4 5 6 8 9 1 2 3 4 5 6 1 2 3 4 5 6 Ю Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: = Hourly Rate: x Total Hours ♠ ₽ D (circle all that apply) Pilot Per Diem: Lodging: Coordinator's Signature: Total Amount Due: Gallons Cost Cost Location Gallons Fuel Information Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Agency/Department/Division Project Number Activity ID Trip Cost - \$2,469 Yellow - MESD Pink - Pilots Office While - Agency

#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Tali Number: N200ND Type: King Air Scheduled Departure Date 5/18/2016 Scheduled Departure 1 Flight Times Arrival Hour Meter Departure Hours Leg Flown Time Location Time End Begin EDUL 2624 2,62,9 1630 LB15 05 1 1)10 EBU 1100 3 4 5 6 Total Hours Pilot: Hours Day Land Night Land intercept Hold App: Night Land Day Land Intercept Hold Pilot: Hours 22 5 App. Agency/Department/Division | Circle Legs Flown Passenger List Betsy Eddynde School 600 0 Fise 1023456 1 7523456 Garoffice 2 1 2 3 4 5 6 3 1 2 3 4 5 6 4 1 2 3 4 5 6 5 1 2 3 4 5 6 δ 1 2 3 4 5 6 7 1 2 3 4 5 6 8 1 2 3 4 5 6 9 1 2 3 4 5 6 Ю Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deiding Fees, Etc.) Pilot Charges: Hourly Rate: x Total Hours B L D (circle all that apply) Pilot Per Diem: Lodging: Coordinator's Signature: Total Amount Due: Gallons Cost Gallers 80 Cost Location Fuel Information Location Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Agency/Department/Division Project Number Activity ID Trip Cost - \$2,086

Yellow - MESO

Pink - Pilets Office

#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Tail Number: N200ND Type: King Air Scheduled Departure Time Scheduled Departure Date 23 May 16 Flight Times Arrival Departure Hours Leg Flown Time Time Location Begin BIS DIK 1 9930 1000 2660 266 Bouran 2 1115 DIK 1130 266.4 266 1400 3 Bouman 1530 B15 266.7 2623 4 2672 5 6 **Total Hours** Day Land 7 Night Land Intercept Hold Pilot: Hours App: Intercept Night Land Hold App: Agency/Department/Division | Circle Legs Flown Passenger List 23 4 5 6 Batzy 1 23/456 2 Sarah Johnson 3 1 2 3 4 5 6 4 1 2 3 4 5 6 1 2 3 4 5 6 5 6 1 2 3 4 5 6 1 2 3 4 5 6 7 1 2 3 4 5 6 8 23456 9 1 2 3 4 5 6 Ю Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours = Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) = Pilot Charges: Hourly Rate: x Total Hours = B (L)D (circle all that apply) Pilot Per Diem: Coordinator's Signature: Total Amount Due: = Fuel Information Location ()// Gallona Cost Location Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Agency/Department/Division Activity ID Project Number Trip Cost - \$2,472

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#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification Type: King Air N200ND Scheduled Departure Time Scheduled Departure Date Flight Times Hour Meter Arrival Departure Hours Leg Time Flown Location Time Begin End Location do 69db LPIR 284,8 240.4 180 016 815 2904 2 1725 LFAL kw. 3 4 5 6 3 Total Hours Pilot: Βŀ Hours: Day Land Night Land Intercept Hold App: Day Land Night Land Intercept Hold JH App Pilot: Hours: Agency/Department/Division | Circle Legs Flown Passenger List O(2)3 4 5 6 1 723456 2 23456 3 23456 4 23456 5 2 3 4 5 6 6 7 23456 23456 8 23456 9 1 2 3 4 5 6 Ю Charges (When Applicable) x Total Hours Aircraft Charges: Hourly Rate: = Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: Hourly Rate x Total Hours Pilot Per Diem: B L D (circle all that apply) Lodging: = Coordinator's Signature: Total Amount Due: = Cost Fuel Information Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Activity ID Agency/Department/Division Project Number Trip Cost - \$3,107

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#### AIRCRAFT MANIFEST AND TRIP INVOICE North Dakota Department of Transportation, Maintenance Division SFN 7513 (Rev. 09-2008) Reference Document Number Aircraft Identification <sup>Type:</sup> King Air N200ND Scheduled Departure Time Scheduled Departure Date Flight Times 0740 30 Jun 17 Arrivat Hour Meter Departure Hours Leg Location Time Location End 0800 BLS OBYS 400,2 400.8 1 -AL 2 1010 BIS 400.8 401.5 3 4 5 6 Total Hours Day Land 2 Day Land Night Land Intercept Hold Pilot: ナリ Hours. App: Night Land Intercept Hold Pilot: 5F Hours. App Passenger List Agency/Department/Division Circle Legs Flown $Q_{23456}$ Kathryn Burgun 2 3 1 2 3 4 5 5 4 1 2 3 4 5 6 1 2 3 4 5 5 5 1 2 3 4 5 6 6 7 1 2 3 4 5 5 8 1 2 3 4 5 6 1 2 3 4 5 6 9 1 2 3 4 5 6 Ю Charges (When Applicable) Aircraft Charges: Hourly Rate: x Total Hours Destination Charges: (Landing Fees, Parking/Storage Fees, Deicing Fees, Etc.) Pilot Charges: Hourly Rate: x Total Hours (B) L D (circle all that apply) Pilot Per Diem: Coordinator's Signature: Total Amount Due: Fuel Information Location 15 Journal Number Please Remit Payment To: Financial Management Div., NDDOT Amount Due by Agency/Department/Division Agency/Department/Division Project Number Activity ID Trip Cost - \$2,266 Yellow - MESD Pink - Pilots Office

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### Executive Air Taxi

2301 University Dr Bullding #1652-48 PO Box 2273 Bismarck, ND 58502 701-258-5024 www.executive-air.com

Sold To: DEPT. OF TRANSPORTATION SOB E BOULEVARD

Irwoke: FW17-173509 Account≰: ND HIGH

8/09/2017 2,30PM

BISMARCK, ND 58505

Ship To: DEPT. OF TRANSPORTATION

Sales Person:

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		Trip Date: 8/09/2017								
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		PASSENGERS: 1ST LADY (KATHRYN BURGUM) HEIDI TRANSBY								
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Trip Cost - \$2,331