

AIR TRAVEL REQUEST FORM

BAF FORM-10140 (REVISED)

Details of Application				
BD/ No	Rank	Name	Base/ Unit	Branch/ Trade/ Corps
Address During Duty/ Leave				
Telephone/ Extension No (Off/ Res)		Mobile No		

Travel Itinerary									
Departure	Destination		Reason	Date	List of Travelers				
			☐ Duty ☐ Personal ☐ Any other		Self	Spouse	No of Children		
							Over 12	Under 12	Under 3
Duty Person	☐ Posting	☐ RTU	☐ Attachment/ Temporary Duty	Authority & Date		-			
Non Duty Person	☐ Leave	☐ Weekend	☐ Joining with Family	Any Other					
Load Detail	☐ Service	☐ Personal	No of Baggage		Weight		Kg		
Number of Travels in the Current Year		-	Head of the Family not Accompanying due to Service Exigencies				☐ Yes	☐ N/A	
Date:					Applicant's Signature:				

Recommendation by Sponsoring Authority		
Recommended/ Not Recommended		
Date:	Recommended By (Rank, Name & Appt)	

Only for Approving Authority		
Approved/ Not Approved		
Date:	Approved By	

* Please put ✓ mark on appropriate boxes where necessary.

GENERAL REGULATIONS

Family	:	Family members of service personnel are eligible to travel by service aircraft. However, air travel by service aircraft for family members, unaccompanied by service personnel, will be authorized only in case of urgency. In such circumstances, the applicants must indicate in the appropriate column that head of the family will not be able to accompany due to service exigencies.
Passengers	:	Are to report to Air Movement Section at least 1 hour before the scheduled departure time. To cancel any air travel individual passenger is to notify Air Movement Section at least 24 hours before the scheduled departure time.
Inspection	:	Will be carried out at the Air Movement Section of departing air base.
Pregnancy	:	Women during pregnancy exceeding 06 months may be authorized for air travel once duly recommended by authorized doctor.
Psychologically disable	:	May travel by service aircraft once recommended by authorized physician and accompanied by suitable escort.
Luggage	:	Permanent/ Temporary posting (Exceeding 15 days) – 40 Kilograms. Temporary duty/ Leave – 25 Kilograms. Adult – 25 Kilograms. Under 12 years – 12 Kilograms. One family in aggregate maximum 40 Kilograms.
Dress	:	All service personal are to wear uniform. Other passengers are to wear suitable dress.
Passport and Health Certificate	:	To be carried in case of overseas air travel.
Recommending Authority	:	For Air Force personnel – Unit/ Operations Wing/ Base Commander. For Army/ Navy personnel – Respective Headquarters. Air travel request would be considered incomplete without recommendation of appropriate sponsoring authority. Ensuring validity of passport, visa and health certificate will be the responsibility of sponsoring authority.
Cancellation	:	Approval of air travel may be cancelled at any place at any time due to operational and service requirements.
No of Travels	:	Indicates the number of air travels availed in the current year as non-duty passengers.