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Please list overnight city codes OR print and enclose your computer generated company registers or flight logs (I.e. CCS Final Pay Registers from the end of each month for 2009, or the applicable year). These ca also be faxed to our toll free fax, enter on line (website), or transferred to this form. Please contact us if you have any questions, we'll try to simplify the process. **Note:** Completion of this form is not required if you submit company reports

**NOTE: Please leave blank the days you did not work and make sure every pairing always ends with your base airport code**

EXAMPLE

Base  
EWR

Name

Base

Phone #

e-mail

Check box for per diem ONLY service

SAMPLE	January	February	March	April	May	June	July	August	September	October	November	December
1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2
3	LAX	3	3	3	3	3	3	3	3	3	3	3
4	SEA	4	4	4	4	4	4	4	4	4	4	4
5	EWR	5	5	5	5	5	5	5	5	5	5	5
6		6	6	6	6	6	6	6	6	6	6	6
7		7	7	7	7	7	7	7	7	7	7	7
8		8	8	8	8	8	8	8	8	8	8	8
9	IAH	9	9	9	9	9	9	9	9	9	9	9
10	MEX	10	10	10	10	10	10	10	10	10	10	10
11	IAH	11	11	11	11	11	11	11	11	11	11	11
12	EWR	12	12	12	12	12	12	12	12	12	12	12
13		13	13	13	13	13	13	13	13	13	13	13
14		14	14	14	14	14	14	14	14	14	14	14
15		15	15	15	15	15	15	15	15	15	15	15
16		16	16	16	16	16	16	16	16	16	16	16
17		17	17	17	17	17	17	17	17	17	17	17
18		18	18	18	18	18	18	18	18	18	18	18
19	AMS	19	19	19	19	19	19	19	19	19	19	19
20	AMS	20	20	20	20	20	20	20	20	20	20	20
21	EWR	21	21	21	21	21	21	21	21	21	21	21
22		22	22	22	22	22	22	22	22	22	22	22
23		23	23	23	23	23	23	23	23	23	23	23
24		24	24	24	24	24	24	24	24	24	24	24
25		25	25	25	25	25	25	25	25	25	25	25
26		26	26	26	26	26	26	26	26	26	26	26
27		27	27	27	27	27	27	27	27	27	27	27
28		28	28	28	28	28	28	28	28	28	28	28
29		29	29	29	29	29	29	29	29	29	29	29
30		30	30	30	30	30	30	30	30	30	30	30
31		31	31	31	31	31	31	31	31	31	31	31

If we are ONLY preparing your per diem, please provide the following billing information:

Credit card type \_\_\_\_\_ Credit card number \_\_\_\_\_ Exp.date \_\_\_\_\_ cvv2 code \_\_\_\_\_

Name (as it appears on card) \_\_\_\_\_



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