

How to Fill Out a Time Slip

(In such a way that AI keeps his sanity.)

Chesapeake Sport Pilot Flight Log

Aircraft: N524LM

Pilot Gayner Date(s) of Use Feb 22, 2008

Hobbs Time **Instruction**

In 122.5 Instructor: Woods

Out 121.6 Hours: 2.0

Usage 0.9

Fuel Purchase _____ gals \$ _____ amount
(Only for fuel paid for by renter. Receipt required for credit)

Maintenance Issues:
Flap indicator inop.

Comments:
Student replenished account with \$1500 from VISA.
Student purchased 1 checklist binder.
Please bill this flight and binder to student's account.

Payment: On Account Credit Card Cash Check

White – CSP Yellow – Instructor Pink – Pilot

Callout boxes with arrows pointing to the form fields:

- Full tail number of the aircraft. (points to Aircraft: N524LM)
- Student or renter name (the person to whom the flight will be charged). (points to Pilot Gayner)
- Today's date. (points to Date(s) of Use Feb 22, 2008)
- Instructor's name. (points to Instructor: Woods)
- Instructor's full time giving instruction to the student. (points to Hours: 2.0)
- Fuel should only be listed if purchased off field. Staple off-field receipts to slip. (points to Fuel Purchase)
- Detailed information about all things purchased and all money received should be listed here, including any special rates or discounts. (points to Comments)
- Turn in the white copy. Keep the yellow copy. Give the pink copy to the student. (points to Payment section)
- Check off forms of payment. Staple signed credit card receipts to slip. Put cash in cash keeper in cash box. (points to Payment: X On Account X Credit Card)
- Maintenance squawks should be reported to Helen as well as listed here. (points to Maintenance Issues)
- Hobbs time. Please copy and subtract correctly and use tenths. (points to Hobbs Time section)

- It is the PIC's responsibility to make sure the time slip is filled out correctly and turned in on time.
- Tax is NOT charged on all instructional flights (dual with instructor, BFR, checkouts, and required solo cross country flight).
- 6% sales tax IS charged on all instructional materials, apparel, and rental not requiring a CFI (other than required solo x-country).