

MISSION EXPENSE RECORD

MISSION NO.	AIRCRAFT TYPE AND NO.	DESTINATION	DATE (Day, month and year) FROM	TO	USING AGENCY				
FOOD EXPENSE				PASSENGER MEALS SERVED					
DATE	LOCATION	DESCRIPTION	AMOUNT	DATE	BREAK-FAST	LUNCH	DINNER	SNACKS	
						◀▶			
							◀▶		
TOTAL FOOD EXPENSE				TOTALS					
SPECIAL REQUEST ITEMS				PASSENGER MEALS/LOAD SUMMARY					
DATE	LOCATION	DESCRIPTION	AMOUNT	TOTAL PAX MEALS SERVED	PLANNED PAX LOAD	ACTUAL PAX LOAD			
				PAYMENT/EXPENSE SUMMARY					
				ITEM		AMOUNT			
				1. ADVANCE AGENCY PAYMENT					
				2. ENROUTE AGENCY PAYMENTS					
				3. TOTAL ADVANCE PAYMENTS					
				4. FOOD EXPENSE					
				5. SPECIAL REQUEST EXPENSE					
				6. SURCHARGE					
				NO.	COST				
				7. TOTAL PASSENGER EXPENSE					
				8. REFUND DUE AGENCY					
				9. TERMINATION PAYMENT					
				10. AMOUNT TO BE BILLED					
				11.	NO.	CASH			
						CHARGE			
				12.					
				13. REVISED AMOUNT TO BE BILLED					

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).