

# ROSS TIPS

ROSS TIP: TVL-2004-1  
 Date: April 12, 2004 – V2  
 Subject: ROSS Travel Itineraries for resources traveling by air.

Travel information for Crews and Overhead that are on commercial or charter aircraft should be entered in ROSS under the Travel Itinerary option (see 2003 National Mobilization Guide 21.2.1.2). ***This is unrelated to and does not negate the existing requirements regarding preparation of flight strips or flight plans.***

RECOMMENDATION: A one-leg itinerary can be created in ROSS to document a multi-leg flight while still including all the required information for the departing and arriving flights.

EXAMPLE: Resource has the following commercial itinerary →

ETD (Time Zone)	Airport ID	ETA (Time Zone)	Airport ID	Flight Number
0625 (E)	AVL	0740 (E)	CVG	DL 5110
0845 (E)	CVG	1020 (M)	SLC	DL 571
1125 (M)	SLC	1245 (M)	GTF	DL 473

The highlighted information can be entered as one Travel Leg with the following information:

Travel Leg field	Information
Travel Mode	Commercial / Air
Transportation Description	Departing flt. number / Arriving flt. number
Departure Location / Time	Asheville Regional / 0625 EST
Arrival Location / Time	Great Falls Intl / 1245 MST