Portal-entry / transcription view

For typing into a payroll or agency portal by hand. Nothing here is submitted for you.

Trip: Northwind Aviation · KTEB–KPBI
Dates: Oct 14, 2026 – Oct 17, 2026 · trip timezone UTC
Aircraft: Sample aircraft · Tail: — · Position: —
Pay path: Direct invoice · Submission method: Email
Prepared: 2026-11-15 22:21 UTC

Day by day

Oct 14, 2026 — $1,450.00

Activities: Positioning / Travel, RON
Description: Position to KTEB, preflight
Allowance-eligible: yes (full day) · pilot rate override applied
Expense: DEMO Hotel · first night · Lodging / Hotel · $210.50 · paid by the pilot · reimbursable

Oct 15, 2026 — $1,650.00

Activities: Flight Leg, RON
Description: KTEB–KPBI with passengers
Allowance-eligible: yes (full day) · pilot rate override applied
Expense: DEMO Caterer · passenger catering · Catering · $185.00 · paid by the pilot · reimbursable

Oct 16, 2026 — $1,450.00

Activities: Flight Leg, RON
Description: Standby at KPBI
Allowance-eligible: yes (full day) · pilot rate override applied
Expense: DEMO Hotel · second night · Lodging / Hotel · $199.00 · paid by the pilot · reimbursable

Oct 17, 2026 — $1,450.00

Activities: Flight Leg, RON
Description: KPBI–KTEB, return
Allowance-eligible: yes (full day) · pilot rate override applied
Expense: DEMO Ground Transport · tip · Tips · $63.05 · paid by the pilot · reimbursable

Figures to enter

Compensation (contract days)

4 billed contract days **$6,000.00**

A day pays once however many activities it holds. Non-billable days pay nothing and are listed below at zero.

Per diem allowance

$50.00 × 4 allowance-eligible days (full days only) **$200.00**

Actual reimbursements (confirmed expenses)

Owed back to the pilot — USD **$657.55**

You paid — USD	$657.55
Paid by client / company — USD (never owed to you)	$0.00

Each currency is reported on its own. Nothing is converted unless the pilot entered a rate on that record.

Requirements recorded by the pilot

FICTIONAL SAMPLE — NOT FOR PAYMENT

Checklist notes

Review exact recipient and files; no documents sent.

What this document is

• The requirements and checklist above are only what the pilot typed. No agency rule, field or deadline has been assumed.

• Compensation, actual reimbursements and per diem allowances are separate amounts and are not combined.

• Unconfirmed expense drafts are excluded from every total and listed separately.

• Costs paid by the client or company are reported separately and never counted as owed to the pilot.

• Nothing in this package has been sent anywhere. Downloading it is not a submission, an approval or a payment.
• No tax identifier is printed on the invoice, and no Vault document is included unless it was selected for this package.