

Flight Crew Supplemental Checklist for Pilots and Flight Attendants

▲ Flight Crew Expense Report

This is where you detail expenses such as uniforms, cell phone, internet, iPad, flight physical, union dues, etc. You can submit this information on our website under the Flight Crew tab or the following link-

www.watsoncpagroup.com/FCER

▲ Last paystub for 2016 for per diem calculations, union dues, uniform figures, etc. This is important- so much information is on your paystub. And this is the last paystub **dated in 2016** (such as 12/22 or 12/31).

▲ Summary of your 2016 Flight Schedule

You can print pay sheets, activity sheets, payroll reports, CrewTime reports, CrewTrac reports, logbooks, etc. to give us your schedule. Simply listing the overnights for the month or year does not provide proper credit for the first and last day of your trip. So, a complete breakdown of your flight schedule with dates for each overnight is preferred.

FLICA, FlightLine, Sabre Report- if you have a report detailing the per diem allowances for your flying, you may submit that in lieu of your flight schedule. For domestic flying, we will reduce our fee by \$10 for using this report. For international flying, we will reduce our fee by \$25.

SWAPA- Southwest Airlines has a logbook from SWAPA that you can send us. The PDF or Excel version is fine. Flight attendants are not so lucky. Last year SWAPA's cover was contrary to tax court law and IRS code in the reference to van driver tips. These are already included at \$5 per night in your per diem calcs! No double dipping unless the salsa is really good and you are low on chips.

United- The airline formerly known as United used to provide a nice per diem report. It was spotty last year, and we are hopeful that this benefit will return to its pilots and flight attendants.

Logbook Pro, Etc- If you have your logbook in some software such as Logbook Pro you can always send us the CSV or Excel output of your flight schedule. We can then apply our template to determine your overnights.

Overnights Worksheet- You can use our Overnights Worksheet to provide us your flight schedule if you kept a logbook or some other journal. You can download it at-

www.watsoncpagroup.com/Overnights.pdf

SWOL, ExpressJet Login

In the past we were able to log into your SkedPlus+ directly and obtain your flight schedules. SkyWest Inc. has kindly asked us to stop doing this for privacy concerns. No worries, we are often faced with rules getting in the way of good customer service. You can download directions with screen shots showing you how to obtain this information yourself-

www.watsoncpagroup.com/SWOL