

Flight Details

Main Reason For Delay			
Flight Number		Date	
Origin		Destination	
STD		ATD	
Delay Code (s)		Total Delay	
Registration			

Passengers

Number of check-in passengers			
Refreshments/Meals/Voucher Details			
Time (UTC)		Service offered	
Time (UTC)		Service offered	
Time (UTC)		Service offered	

Hotel Accommodation

Time (UTC)		Hotel		Total Amount	
Time (UTC)		Hotel		Total Amount	
Time (UTC)		Hotel		Total Amount	

Transportation Service Details

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Communications

<input type="checkbox"/> Passengers had been informed about their rights according to EU261. <input type="checkbox"/> Check-in <input type="checkbox"/> Gate <input type="checkbox"/> Ticket Desk <input type="checkbox"/> Transit Hall <input type="checkbox"/> Hotel <input type="checkbox"/> Delay Letters handed over to all passengers in language (s). <input type="checkbox"/> Delay Letters handed over to all passengers by (handling agent name is preferred) <input type="checkbox"/> Delay Announcements had been made in language (s). <input type="checkbox"/> Rerouting offered to passengers after cancellation of flight and/or denied boarding

Remarks:

Filled By:	Date:
Filled By:	Date: