

	<p><b>U.S. Department of Transportation</b></p> <p>Office of the Secretary of Transportation</p>	<p><b>AIR CARRIER'S CLAIM FOR SUBSIDY</b></p>
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**PAPERWORK REDUCTION ACT BURDEN STATEMENT**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2106-0044. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, and completing the collection of information. All responses to this collection of information are mandatory. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: U.S. Department of Transportation, Resource Directorate Office, 1200 New Jersey Avenue, SE, Washington, DC 20590.

<p>Submit this form to: <b>Mike Monroney Aero Center</b> <span style="float: right;"><b>ID No.</b></span></p> <p style="text-align: center;"> <u>                    </u>        Accounts Payable Branch, AMZ-150        6500 S. MacArthur Blvd, ANF-2 Bldg, Room 140        Oklahoma City, OK 73169     </p>
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Carrier: _____	Vou. No.: _____
Address: _____	Rec'd.: _____
_____	Month: _____

Computation of Subsidy per Order _____ No.: _____ Departures Performed: _____ Base Rate: _____ Subsidy Claimed from DOT \$ _____	For DOT Use  _____
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I certify that the above bill is correct and just according to the attached supporting statements, that the supporting statements are consistent with operating records, and that the supporting statements reflect service complying with that authorized by the above-referenced DOT rate order except as noted under "Aircraft Substitutions, Irregular Flights, and Other Remarks." During the period covered by this claim, the carrier has complied with Parts 379 and 382 of the DOT aviation regulations (14 CFR 379 and 382) and furnishes assurance that said compliance will continue.

Signature _____	Title _____	Date _____
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<u>Payment:</u>  Payment \$ _____  Adjustments _____ _____ _____ \$ _____  Bal. Paid (Sch. No. _____, Date _____) \$ _____	
<u>Residual Payment:</u>	

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Prior Payments

\$ \_\_\_\_\_

Bal. Paid (Sch. No. \_\_\_\_\_, Date \_\_\_\_\_)

Total Subsidy Payments for the Month

\$ \_\_\_\_\_

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OST Form 398 (Rev. 9-97)

## **INSTRUCTIONS FOR OST FORM 398**

1. **DOT RATE ORDER:** The number of the DOT rate order applicable to the service at issue. This number appears in the upper right-hand corner of the first page of the order.
2. **TOTAL DEPARTURES CLAIMED:** The total subsidy-eligible departures performed in the service at issue during the specified month, representing the sum of the totals appearing at the bottom of Forms 397.
3. **RATE PER DEPARTURE:** The applicable subsidy rate per departure (subsidy payout formula) as established by the Department rate order. This rate is typically found both in one of the order's ordering paragraphs and in one of its appendixes.
4. **SUBSIDY CLAIM:** Total departures claimed multiplied by the rate per departure, rounded to the nearest dollar. The resulting amount represents the carrier's total subsidy claim for the service at issue during the specified month.
5. **RECORD RETENTION:** Carriers are required to retain all books, records, and other source and summary documentation to support subsidy claims for payment and to preserve and maintain such documentation in a manner that readily permits the audit and examination thereof by representatives of the Department. Such documentation shall be retained for seven years or until the Department indicates that the records may be destroyed. Copies of flight logs for aircraft sold or disposed of must be retained.