

OAKLAND UNIVERSITY

ADMINISTRATIVE POLICIES AND PROCEDURES

1270 USE OF AIRCRAFT FOR BUSINESS TRAVEL

SUBJECT: USE OF AIRCRAFT FOR BUSINESS TRAVEL

NUMBER: 1270

AUTHORIZING BODY: VICE PRESIDENT FOR LEGAL AFFAIRS AND
GENERAL COUNSEL

RESPONSIBLE OFFICE: RISK MANAGEMENT

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RATIONALE:

In order to carry out university-related business and activities, employees may require commercial air travel.

POLICY:

Employee commercial air travel must be provided by a regularly scheduled airline or a University-approved chartered aircraft. Employees may not travel by privately-owned aircraft, employee owned, or employee-leased aircraft while on University business, unless approved in advance by the President or his/her designee.

Chartered aircraft service may be authorized only when such costs are less when compared to similar commercial air travel expenses.

SCOPE AND APPLICABILITY:

All University employees must adhere to this policy.

DEFINITIONS:

- **Chartered Aircraft:** Private air transport that bypasses issues prevalent with commercial flight services and ensures direct flights. Chartered aircraft operate on flexible schedules and itineraries tailored to the customers' needs.
- **Commercial Air Travel:** A system or organization that provides scheduled flights to carry cargo and/or passengers for payment.
- **Privately Owned Aircraft:** Aircraft engaged in personal or business flight, to or from the U.S., which is not carrying passengers and/or cargo for commercial purposes, including employee-owned or employee-leased aircraft.

PROCEDURES:

Any chartered aircraft service must be procured through the Purchasing Department. Prior to any charter aircraft services being procured, the Risk Management department must review and approve the required insurance coverage terms, conditions and limits.

See OU AP&P #1000 Procurement, OU AP&P #1200 Travel and OU AP&P #1220 Travel: Foreign Study or Academically Related Travel for additional information on the requirements for use of regularly scheduled commercial flights for University travel.

RELATED POLICIES AND FORMS:

OU AP&P #1000 Procurement
 OU AP&P #1050 Risk Management
 OU AP&P #1200 Travel
 OU AP&P #1220 Travel: Foreign Study or Academically Related Travel

APPENDIX: