

9.06 Transportation by Aircraft

Last Modified Date: 06/03/2010

9.06.01 Commercial Airlines

Allowable Reimbursement

Tickets for commercial air travel may be purchased by the traveler and reimbursement claimed on the travel reimbursement form, substantiated by receipt. Reimbursement is limited to actual coach fare on domestic flights and actual business class fare (with prior approval of the Vice Chancellor, Provost or Chief of Staff) on overseas international flights.

Super Saver Rates

When traveling by common carrier to conduct official state business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the state of reduced transportation rates may be reimbursed subsistence for additional travel days, if in the opinion of the supervisor and accountable officer (if different), the amount saved in transportation costs due to the early and/or delayed travel is greater than the amount expended in additional subsistence. When the reduced airfare rates require staying overnight one Saturday night, the state employee must stay overnight on the Saturday closest to the first or last day of official state business to which the employee is attending in order to be eligible for reimbursement.

With sufficient justification, the supervisor and accountable officer (if different) can make an exception to this requirement prior to travel commencing.

9.06.02 Chartered Aircraft

The use of charter aircraft requires approval of the Chancellor with the following substantiated and in writing:

- A state aircraft is not available or not appropriate for the size of the party traveling or the destination airport.
- The use of a charter flight is more economical than a commercial flight.
- The use of a charter flight is necessary because of unusual travel circumstances.

9.06.03 Privately - Owned Aircraft

Reimbursement for costs incurred in the use of aircraft, owned by a state employee, on official state business requires approval of the Chancellor with the following substantiated and in writing:

- Use of the aircraft owned by a state employee is necessary because of unusual travel circumstances and is not for the sole convenience of the employee who owns the airplane.

- Use of the aircraft owned by a state employee, at the rates published below, is cheaper than any other method of air travel.
- The allowable reimbursement rate for aircraft owned by a state employee is \$.68 per mile per passenger.