



UNIVERSITY  
of  
VIRGINIA

## Policy: Use of University Airplane or Private Air Transportation Service

**Date:** 07/08/03

**Policy ID:** PRM-001

**Status:** Final

**Policy Type:** University

**Contact Office:** [Flight Services](#) or [Parking and Transportation Services](#)

**Oversight Executive:** Vice President and Chief Financial Officer

**Applies To:** University and Health System schools and departments, UVA at Wise, and University-related foundations and corporations who wish to use the University airplane or a private air transportation service.

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**Reason for Policy:** Establishes guidelines for use of the University's airplane and private air transportation service.

**Policy Summary:**

**Definition of Terms in Statement:** **University Airplane:** A Citation Bravo jet capable of seating up to seven people. The airplane is based at the General Aviation terminal at the Charlottesville-Albemarle Airport.

**Policy Statement:** The University Airplane is available as a means of providing on-demand air transportation. All flights are to be for official University business. Scheduling priority will be given to the Office of the President in reserving the University's airplane. All other units will be scheduled by the University's Flight Services Office for the requesting unit. (Checking the cost of commercial flights is the responsibility of the department initiating the trip.)

Private air transportation service is permitted when authorized by the traveler's Dean, Vice President, or Designee and when a documented cost/benefit analysis is prepared and attached to the Travel Workbook. Without prior approval, the University reimbursement will be limited to the current cost of tourist or coach airfare for all passengers, but not exceeding actual cost.

Eligible passengers of the University's airplane and for private air service include:

- All state employees.
- Employees of the University of Virginia related Foundations and Corporations.
- Invited guests and spouses who are traveling in connection with University functions and activities as approved by the President, Executive Vice President & COO, or the Vice President for Finance, in writing. [A written request to the President, Executive VP & COO, or VP for Finance must include the specific University function or activity and guest or spouse's role in that function or activity and justification for using the University airplane or transportation service.]

All flights will have a pilot and co-pilot. All flight decisions are made by the Pilot in Command. These decisions will be based on numerous factors as available at the time of the flight and include airplane performance, weather at the point of departure and destination, air traffic, and/or other pertinent information. Passengers will not make or contribute to such decisions except as requested by the Pilot in Command.

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**Procedures:** Representatives from University schools, departments and related foundations can make reservations. Flight reservations must be authorized by the department head or chair person. This authorization is granted by completing an [Air Services Use Authorization Form](#). Additional information may be found at the [Parking and Transportation Website](#). Flight reservations should be made by telephoning (434-978-7806) or faxing (434-978-7797) the Air Services Office with the requestor providing the following information:

- Destination.
- Departure Time or required time of arrival at destination, allowing the Pilot in Command to determine departure time.
- All passenger names and University affiliation. Names become a permanent part of the flight records. Passengers will be asked to sign in prior to take off.
- Purpose of the trip.
- Charging instructions, i.e. account (PTAO) information or billing address for Foundations/Corporations if University account is not appropriate.
- Time of return as either (1) time to be back in Charlottesville in which case the Pilot in Command will determine time of departure, or (2) actual time user wishes to depart for Charlottesville.
- The departmental authorization form must be received by Air Services at least 24 hours prior to the date of departure. Flights cannot be executed without documented authorization.

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**Related Information:**

**Policy Background:** This is the first version of this policy.

**Major Category:** Physical Resource Management

**Category Cross Reference:**

**Process:**

**Next Scheduled Review:** 08/02/09

**Approved By, Date:** Executive Vice President and Chief Operating Officer, 07/08/03

**Revision History:** Updated 7/22/08, 8/2/06.

**Supersedes**

(previous  
policy):