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<b>Responsible Executive:</b>	Auburn University Executive Vice President
<b>Applicability:</b>	Auburn University
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To provide policies and guidelines on the use and operation of university-owned aircraft and operated by Auburn University Air Transport Department (ATD). It is the intent of these policies that efficient use of university aircraft will be made to conduct official university business and the aircraft will be available for the widest practicable use by the appropriate and designated persons.

### **PURPOSE**

Auburn University owns, operates, and maintains business aircraft to provide business air transportation services for its employees and Board of Trustees (BOT) members. Business aviation is a safe, efficient, flexible business tool which increases productivity, increases face-to-face business contact and facilitates travel to locations with inadequate commercial services.

### **GENERAL POLICIES**

1. University-owned aircraft may be used only to conduct official university business and in accordance with the university's travel policy. Personal use and commuting are not allowed. This provision shall not be construed, however, to prohibit use of university-owned aircraft to carry the president, senior administration officials or a Trustee to a previously-scheduled personal event within the continental United States if the President Pro-Tem of the BOT, after consultation with the chair of the Audit and Compliance Committee, has determined in advance and in writing that doing so is necessary for the president, senior administration official or a Trustee to attend an unexpected critical meeting or other event related to university business. Exigent circumstances may be considered when in the best interests of the university. The university shall issue an I.R.S. Form 1099 for the total cost of using the university-owned aircraft (calculated according to normal university business practices) if required by applicable I.R.S. regulations.
2. University aircraft may be used only when official business cannot be conducted more efficiently through the use of regularly scheduled commercial aircraft. Specifically, it is appropriate to use AU aircraft when the destination is not served by commercial carriers; the time required to use such a carrier interferes with other university obligations; or the number of officials and employees traveling makes the use of university aircraft cost effective. Time is an important

consideration for the president, senior administration officials and Trustees. Unless approved by the Executive Vice President (EVP) or the President Pro Tem of the BOT, travel on university aircraft shall be prohibited for trips within a 130 mile radius of Auburn University.

3. When a university official is required to attend an event where spouses are expected to attend, spouses are permitted to fly in university aircraft, including: spouses of the president and president emeritus, spouses of senior administration officials and spouses of members of the university BOT. Invited guests of the university who are involved in official functions of or on behalf of the university are also permitted to fly in university aircraft. The EVP will approve all spousal travel in advance of the trip.
4. When a flight has been scheduled for official purposes and unassigned seats remain on the aircraft, persons other than those for whom the flight was scheduled may be accommodated on a space available basis when travel is deemed in the university's best interest. These include, but are not limited to, employees, persons conducting business on behalf of the university, and spouses accompanying staff on official university business. Spousal approval by the EVP is required.
5. Any flight request from the BOT Office will require approval of the President Pro Tem.

### **SCHEDULING FLIGHTS**

1. All flights on university aircraft are scheduled through the ATD. The responsible staff will make every effort to schedule such flights in the most efficient and economical manner possible. Every effort will be made to accommodate all requests consistent with the most efficient use of the aircraft and flight crews.
2. The ATD is responsible for ensuring that all required information is available and completed for all passengers and for documenting the purpose of each passenger's trip. The following information will be included.
  - Departure/return time, date and place
  - Name of each passenger, title, department charged, institution
  - Destination(s), including intermediate stops
  - Purpose of trip for each passenger

### **CHARGES FOR USING UNIVERSITY AIRCRAFT**

1. The hourly rate for using the university airplane is set at a level sufficient to recover the cost of maintaining and operating the plane. That rate is periodically reviewed and revised as needed. Information on the current rate may be obtained through the ATD. Before scheduling flights on university aircraft, departments should consider the availability and cost of commercial flights and compare the cost of such service with the cost of using university aircraft.
2. Aircraft users are billed monthly by internal transfer. Charges are determined by the actual statute mileage of the trip. If persons from more than one department are on the same flight, the charges

will be prorated among the departments involved. An additional wait-time charge is assessed when the trip involves wait-time for the crew or there is an overnight(s) involved.

## **OPERATION OF UNIVERSITY AIRCRAFT**

1. To ensure the utmost safety, university aircraft must be operated at all times in accordance with the provisions of the Federal Aviation Regulations and the university's flight operations manual.
2. A pilot and co-pilot are required on all flights.
3. Under federal regulations, the pilot of any aircraft is responsible for and is the final authority as to the flight operation of that aircraft. All decisions concerning the flight itself will rest solely with the pilot. The pilot in command has absolute authority to operate, delay, divert or cancel a trip. No member of the university or any other passenger traveling will attempt to bring any pressure, direct or implied, to influence crew judgement.
4. For each flight, the pilot will complete a flight log showing the following:
  - Flight number and duration
  - Date
  - Aircraft number
  - Destination and intermediate stops of flight
  - Names of pilot and co-pilot
  - Name of each passenger

## **CHARTER SERVICE**

1. Sometimes it will be impossible to accommodate all requests for use of the university plane. In such cases, if commercial flights to the desired destination are not available, if it is essential to fly at a time when there are no commercial flights, or if it is deemed most cost effective, the affected department can utilize a charter service. When such flights are scheduled, the user department will be responsible for all costs incurred. Rules regarding travel by private aircraft will be followed and at a minimum the requesting organization must insure all requirements laid out by Air Transport Service and Risk Management are adhered to. It is customary for the charter service to assess an additional wait-time charge when the layover exceeds one hour, for the cost of a co-pilot, and for the time and expenses of the crew when overnight travel is involved. All requests for charter service will be approved by the EVP.

## **DONATED AIRCRAFT AND FLIGHT SERVICES**

1. When an aircraft and flight services are donated for official university business, employees must ensure that the plane and flight crew meet current Federal Aviation Agency regulations and have the appropriate liability insurance. Contact ATD for more information. Also see the Auburn University Policy on donated aircraft, regarding travel by private aircraft. Any requests regarding use of donated aircraft for any Auburn University employee, student or affiliate will be referred to the EVP for review.

## **ANNUAL REPORT TO THE BOARD OF TRUSTEES**

1. The Executive Vice President (EVP) shall submit an annual summary report of aircraft operations to the Auburn University BOT for review by the Finance Committee. The summary report should contain, at a minimum, information on users, destinations and operating costs.

## **MISCELLANEOUS**

1. Any questions concerning this policy should be directed to the EVP. Questions outside this policy that cannot be answered for daily operations or changes to this policy will be adjudicated by the EVP and the BOT Office with the concurrence of the President Pro Tem.
2. When the EVP is not available for any administrative action required at that level the Chief Financial Officer is authorized to act in the EVP's stead.