



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP** 79.03, **Aircraft Piloted by TTUHSC El Paso Personnel on Official Business and Travel by Commercial or Charter Aircraft**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish the procedure for approval of the use of privately-owned or leased aircraft by TTUHSC El Paso employees in connection with official travel and for the use of commercial or charter aircraft for all faculty and staff traveling on official university business or activities.

**REVIEW:** This HSCEP OP will be reviewed on December 1 of each odd-numbered year (ONY) by the Managing Director of the TTUS Office of Risk Management, Director of Payment Services, Director of Purchasing, and the Chief Financial Officer or designee, with recommendations for revisions forwarded to the President by December 15.

### **POLICY/PROCEDURE:**

#### **1. Authority.**

Texas Government Code, Subchapter D – Transportation by Personal Aircraft, §660.071 – Reimbursement Requirement states that “a state employee, a key official, a member of a board is entitled to be reimbursed as provided by this subchapter for use of an aircraft owned or leased by the employee, official, or member.” The rate of reimbursement for official travel will be made in accordance with Article IX, §5.05 (a) or (b) of the General Appropriations Act, regardless of source of funds.

For commercial or charter flights, TTUHSC El Paso will only use aircraft and aircraft operators that are flight worthy and are certified and operate under Subchapters F & G, Parts 91, 119, 121, 125, or 135 as applicable in Chapter 1, Federal Aviation Regulations, 14 Code of Federal Regulations (the “C.F.R.”).

#### **2. Official Travel.**

Official travel is any approved travel off campus by faculty and staff which contributes to the mission of TTUHSC El Paso and approved by the appropriate administrative unit in accordance with current policy and procedures.

#### **3. Aircraft Piloted by TTUHSC El Paso Personnel on Official Business.**

a. Aircraft piloted by TTUHSC El Paso personnel on official business must meet the following criteria:

- The aircraft used is maintained in accordance with Federal Aviation Regulations (FAR) and has all required instrumentation required for flying in the weather conditions existing and forecast;
- The employee (pilot) is current and qualified in accordance with Federal Aviation Regulations for the type of aircraft he/she will be flying and for the meteorological conditions prevailing and forecast;

- No flight shall be piloted by TTUHSC El Paso personnel with other faculty, staff, students, prospective students, or guests aboard;
  - The employee (pilot) releases TTUHSC El Paso from any and all liability associated with the travel; and
  - The aircraft must be owned by and registered in the name of the TTUHSC El Paso employee or leased by the employee under a contract with a term of at least one month that gives the employee possession and use of the aircraft while the lessor retains ownership of the aircraft.
- b. Employees desiring to use a privately-owned or leased aircraft for the conduct of official TTUHSC El Paso travel must obtain initial approval from the TTUHSC El Paso president. The employee must provide proof of the following by submitting "Attachment A" to the President's Office:
- Current pilot certifications and ratings appropriate to the type aircraft to be flown;
  - Current flight review;
  - Verification that the aircraft to be used is personally owned or leased, as defined in the OP, and that the aircraft is registered under FAR, Part 47;
  - Verification that the aircraft has been and will be maintained in accordance with FAR, Part 443, and meets airworthiness requirements detailed in FAR, Part 23;
  - Verification that the aircraft will be operated at all times in accordance with FAR, Part 91;
  - Verification of appropriate insurance coverage;
  - Verification that passengers will not be carried while the aircraft is being used for official travel;
  - Verification that any change in status of these items will be promptly reported to the president, TTUHSC El Paso, by submitting an updated authorization form (Attachment A) prior to the time of travel.

In addition, the employee (pilot) will provide a signed copy of the "Release and Indemnity Agreement" (Attachment B).

- c. Once initial approval from the President has been obtained, the Attachments A and B must be attached to a copy of the Travel Application submitted through the Online Travel System and forwarded for approval to the Dean of the School or appropriate Vice President. Each travel voucher submitted must include a copy of the initial approved authorization form (Attachment A). A new "Release and Indemnity Agreement" (Attachment B) must be executed prior to each application for routine travel and must be included in each travel voucher.
- d. Employees may be reimbursed for official travel in privately-owned or leased aircraft in accordance with and at the rate authorized in Article IX, § 5.05 (a) or (b) of the General Appropriations Act.

#### 4. **Travel by Commercial or Charter Aircraft**

All faculty and staff traveling on official university business or activities will use only those aircraft and aircraft operators that meet the requirements set forth below. The travel regulations contained in the Texas Appropriations Act and other applicable laws will be followed by the university.

- a. TTUHSC El Paso will only use aircraft and aircraft operators that are flight worthy and are certified and operate under Subchapters F & G, Parts 91, 119, 121, 125, or 135 as

applicable in Chapter 1, Federal Aviation Regulations, 14 Code of Federal Regulations (the "C.F.R."). In addition, all aircraft used pursuant to this provision must be piloted, at a minimum, by pilots that are fully qualified and insured in the aircraft being flown, possessing a commercial pilot certificate with instrument rating.

- b. Air travel to or in foreign countries by faculty and staff shall be arranged only through commercial air carriers regularly engaged in scheduled passenger air transportation.
- c. With the exception of commercial, certified domestic and flag air carriers, aircraft operators shall provide the university with the following information:
  - Type of certificate;
  - Certificate number;
  - Date the certificate was issued;
  - Expiration date for the certificate;
  - Type and registration number of aircraft authorized;
  - Name of Federal Aviation Administration Flight Standards Office having jurisdiction over certificate holder; and
  - Schedule of insurance coverage in effect, showing insurance companies, policy numbers, type, amounts, period of coverage and special conditions, exceptions and limitations.
- d. Aircraft made available to TTUHSC El Paso by other than commercial operations must, as a minimum, qualify under all regulations regarding aircraft and crew outlined in 14 C.F.R., Chapter 1, Subchapter G, Part 91, and conform to the insurance provisions set forth in § 07.11.5 Regents Rules and as stated below in § (e) below. In addition, all aircraft used pursuant to this provision to transport students, must, at a minimum, contain a multi-turbo prop engine or jet engine and be piloted by two pilots, fully qualified and insured in the aircraft being flown, possessing a commercial pilot certificate with instrument rating.
- e. Aircraft owners/operators must furnish a certificate of insurance to the university as proof of \$300,000 coverage per passenger, or the minimum amount required by law, whichever is greater.
- f. All flights involving leased or chartered aircraft, or aircraft made available to TTUHSC El Paso must be approved in advance by the chancellor or designee. All flights involving student travel, other than travel on commercial air carriers, must be approved in advance by the chancellor or designee. The university department arranging this type of travel must contact the Purchasing Department to ensure that contracts and other appropriate documents are reviewed prior to approval by the chancellor or his or her designee. It is recommended that Purchasing be contacted at least 5 days prior to travel to ensure that time is allowed for contract routing and approvals. After approval an electronic purchase order must be submitted prior to travel dates.