UNIVERSITY RULE

25.99.01.M1 Chartering of Commercial Aircraft for Texas A&M University Sponsored Staff and/or Student Travel

Approved June 20, 1997
Revised December 14, 2009
Next scheduled review: December 17, 2017

Reason for Rule

This rule is published to address requirements for specific documentation from the aircraft operator providing charter services in accordance with System Regulation 25.99.01. Procurement Services is designated as the department to disseminate the proper procedures for chartering commercial aircraft.

Definitions

Sponsored Staff and Student Travel on Chartered Aircraft - This rule for chartering of commercial aircraft applies to travel sponsored by the athletic department, student organizations, and other University organizations that are not subject to reimbursement under state travel regulations.

Official Rule/Responsibilities/Process

1. CHARTERING REQUIREMENTS

   1.1 Athletic Department

      1.1.1 The Athletic Director must approve all aircraft chartering for team trips or recruiting.

      1.1.2 Use of an aircraft charter service is subject to standard purchase and contract procedures.

   1.2 Department or Student Organization

      1.2.1 Departments and/or student organizations requesting charter air carrier service should submit a requisition to Procurement Services to initiate the procurement of the chartering services.

2. AIRCRAFT FURNISHED BY COLLEGE OR UNIVERSITY BENEFACCTORS

   Aircraft furnished by college or University benefactors must qualify under all regulations as to aircraft, crew, and insurance as outlined for general operations under Federal Aviation Regulations (14 C.F.R.).

3. ADMINISTRATIVE REQUIREMENTS
The department charting the aircraft will comply with System Policies and Regulations and University rules governing contracts.

4. FUNDING LIMITATIONS FOR CHARTERED AIRCRAFT

State-appropriated funds may not be used to charter commercial aircraft (leased or rented) unless authorized by the State of Texas Aircraft Pooling Board/Texas Department of Transportation. Commercial aircraft may be chartered using local funds and institutional funds.

Related Statutes, Policies, or Requirements

System Regulation 25.99.01

Federal Aviation Regulations (14 C.F.R.)

Contact Office

For rule interpretation or clarification, contact Procurement Services at 979-845-4570.