Privately-Owned, Rented, or Chartered Aircraft

AIRCRAFT USE
When advantageous and economical to WSU, University employees may use privately-owned, rented, or chartered aircraft to conduct official University business.

Definitions
Rental: The vendor provides an airplane only. (This arrangement is also referred to as a dry charter.)
Charter: The vendor provides an airplane with a pilot.

TRIP AUTHORIZATION
The traveler must obtain written authorization on a Travel Authority for each trip involving a rented, chartered, or private aircraft. Blanket Travel Authorities are not approved.

Complete a Travel Authority following instructions in BPPM 95.01.

In addition to the information conventionally entered on the Travel Authority, enter:

• Date and purpose of flight.
• Passengers names and their relationship to WSU.
• Total anticipated flight hours.
• The name of the rental or charter firm.
• Estimated cost of flight.
• Program and fiscal consequences of disapproval.
• Explanation of why the charter is advantageous and economical for the University.
• Approval by the appropriate vice president or the Provost.

Rentals/Charters
Complete a Department Requisition and reference the Travel Authority number on it. Submit the Department Requisition to Purchasing Services. (See BPPM 70.10 for Departmental Requisition instructions.)

Purchasing Services reviews and approves the Department Requisition and any supporting documentation for the chartered aircraft before processing a Purchase Order and/or a charter agreement.

REIMBURSEMENT
Complete a Travel Expense Voucher to obtain reimbursement for expenses incurred using privately-owned aircraft on authorized business (BPPM 95.20).

The reimbursement rate is the mileage rate per direct air mile. See BPPM 95.19 for the current aircraft mileage rate.
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**LIABILITY**  
The state of Washington's self-insurance liability program excludes aircraft liability. As such, the state does not pay claims arising from the use of aircraft. When chartered, leased, rented, or privately owned aircraft are used for official University business, the aircraft owner is responsible for providing liability coverage.

**INSURANCE COVERAGE**  
Employees, while flying on authorized business are covered by Worker's Compensation and Medical Aid.

WSU employees may purchase supplemental life insurance and accidental death and dismemberment insurance as an employee benefit, which provides coverage in the event of an accident.

Accidental death and dismemberment insurance does not cover WSU employees if they are in an accident while acting as a pilot or crew member of any aircraft.

WSU does not provide nonscheduled aviation accidental death and dismemberment insurance coverage for employees flying in nonscheduled aircraft.